

THE AMERICAN ARCHIVIST

Volume I

JULY, 1938

Number 3

REPAIR AND PRESERVATION IN THE NATIONAL ARCHIVES

I INTRODUCTION

THE Division of Repair and Preservation of the National Archives is charged with the preservation of all records in the custody of the Archivist of the United States. This responsibility covers the fumigation, cleaning, flattening, and repairing of archival material of any sort, as well as supervision of the operation of the air-conditioning system so as to insure optimum storage conditions. Since no other similar institution has ever dealt with the volume and variety of records now confronting the National Archives, it has been necessary to revise old methods and to devise new methods of treating such material. It is the purpose of this article to describe the procedures and equipment now operating in the National Archives, Washington, D.C.

II FUMIGATION

All incoming material is fumigated upon arrival to assure complete elimination of insects, fungi and similar pests. This operation is performed in either of two rectangular steel tanks measuring 4½ feet by 5 feet by 11 feet. The fumigant used is a mixture of ethylene oxide and carbon dioxide which has no deleterious action on paper and other record components, according to National Bureau of Standards tests, and which is nontoxic to man in the concentrations required. One of the vaults is filled with records in their original containers and evacuated until a vacuum of approximately 29.9 inches of mercury is obtained. The fumigating gas is then allowed to flow into the chamber until the vacuum falls to 21 inches of mercury, when the gas is agitated for fifteen minutes by pumping it out at the top and in at the sides of the chamber. After the material has been exposed to the action of the fumigant for a total of three hours, the chamber is again evacuated to 29.8 inches of mercury, the vacuum is

broken with air and the fumigated records are removed. Insects in any stage of development as well as mold spores are exterminated by this treatment. The fumigating plant now operating in the National Archives is capable of treating 3300 cubic feet of records in a working day.

III CLEANING

After fumigation, archives are cleaned by means of an air stream applied through a narrow fan-shaped orifice in a gun of special design. This method of cleaning was adopted as a result of extensive experimentation to determine the safest and most rapid method of removing dust and dirt from fragile records. The methods examined included hand dusting with a brush and with a soft cloth, and vacuum cleaning as well as the air blast.

In actual practice the blast is directed in such a manner as to strike the surface of the paper at a very slight angle. Using this technique, it is possible to clean papers in the conventional type of file or transfer case without removing them from the container. The cleaning operation is performed in an all-metal cleaning unit composed of two hooded tables and an air filter. The working surface and the back of each table are of heavy bronze screen through which is drawn the dust-laden air blown from the records. This dirty air passes through ducts within the tables to the filter, which removes the dust and returns the cleaned air to the room. From time to time as it becomes necessary, the filters, which are of cellulose wadding, are cleaned with a vacuum cleaner. This new method has given excellent results since its inauguration early in 1936, and similar equipment is now being installed in other archival depositories.

IV FLATTENING

The next step in the treatment of unbound archival material in the National Archives is the removal of folds, wrinkles or creases to facilitate repairing and to permit storage unfolded in a horizontal position. In order to attain satisfactory flattening it is first necessary to render the paper fibers flexible by the addition of water, but the use of liquid water on documents dating later than 1840 is dangerous, because of the water soluble nature of many of the inks and other writing materials used since that time, and because of the fragile character of many modern and semi-modern papers. Therefore, documents requiring flattening are exposed on stainless steel trays to the

action of air containing a large amount of water vapor (90 per cent to 95 per cent relative humidity). The moisture content of paper so exposed rapidly rises until it reaches equilibrium with the moisture content of the surrounding air without the formation of a layer of liquid water upon the surface of the paper as frequently occurs when documents are moistened with a sponge. This exposure, which is carried out in a chamber equipped for the purpose, generally lasts about an hour. Water vapor is supplied to the air in the vault as needed by a small humidifier of the centrifugal disc type.

When properly humidified, the records are removed from the vault and ironed, page by page, in electrically operated mangles equipped with thermostatically controlled, electrically heated shoes, provided the material under treatment is in reasonably good condition. The mangles which resemble household ironing machines in appearance and construction may be adjusted to exert pressures from 50 pounds per square inch to 300 pounds per square inch as desired. On the other hand, if the documents are fragile or fragmentary, each sheet is placed between white blotters and dried in a hand press or a hydraulic press under moderate pressure. If the hydraulic press is used the drying operation may be accelerated by the application of low heat which procedure appears to yield better results.

V REPAIRING

The records in the custody of the Archivist of the United States divide themselves for repair purposes, into two classes, namely, bound and unbound records, and the technique involved in treating one variety may differ radically from that used in handling the other variety.

Archival binding or the repair of bound records differs from edition and library binding in that every effort is made to preserve the records in the form and binding in which they came to the National Archives. Worn covers, backs and spines are reinforced when practicable and loose covers are fastened once again. If the sewing has deteriorated, it may be replaced with linen thread, using the old holes and following the old style as closely as possible. Cords and tapes are also replaced when necessary. If rehabilitation is impossible, the cover, back and boards are replaced, using buckram or canvas containing no nitrocellulose. The remnants of the old cover are salvaged and carefully attached to the new one whenever possible. A

complete record of operations performed on each volume is made and filed for future reference.

Although leather is not used in the repair of bound archives, there are many leather bound volumes in the custody of the National Archives, and these require periodic dressing to retard deterioration as much as possible. The dressing is composed of:

Lanolin, anhydrous, U.S.P.	30 parts
Japan wax	5 parts
Castor oil, U.S.P.	12 parts
Sodium stearate	3 parts
Water, distilled	50 parts

It is applied sparingly with a soft cloth or a brush and rubbed well into the pores of the leather. Treated bindings are allowed to stand twenty-four hours before returning them to the stacks. Although the dressing is light in color, light-colored leathers may darken somewhat after treatment.

The repair of loose or unbound paper records which constitute more than 80 per cent of the archives of the United States is a most important phase of record preservation. In the National Archives minor tears or nicks which do not extend into the body of the record are mended by laying the edges of the tear carefully together and pasting a strip of thin, tough paper over it. The paste used is a wheat flour paste containing thymol as a fungicide, and it is applied sparingly with a brush to the strip only. The reinforcement is allowed to extend beyond the tear and the edge of the paper. The repaired document is then placed between sheets of waxed paper and allowed to dry under pressure. When dry, the surplus reinforcement is trimmed off. Gummed tape of any description is never used.

In the event that more extensive treatment is required, documents in the National Archives are generally coated on each side with thin transparent cellulose acetate foil according to a process originally devised by the National Bureau of Standards¹ for the preservation of newsprint. Further research at the National Archives resulted in the adaptation of this "lamination" process for use on all types of paper. This new method is based upon the fact that cellulose acetate

¹ Arthur E. Kimberly and B. W. Scribner, Summary Report of Bureau of Standards Research on the Preservation of Records, Bureau of Standards Miscellaneous Publications, M144.

foil, being thermoplastic, adheres strongly to paper upon the application of heat and pressure in a hydraulic press.

The press now in operation is a steam heated, four platen, hydraulic press having a pressure range from 300 pounds per square inch to 3000 pounds per square inch over the entire platen area. The platens are 21 inches by 36 inches and the total deflection under full load is less than 0.002 inch. The press is electrically operated, using oil as the pressure medium, and is equipped for automatically maintaining any given pressure within 5 per cent as long as desired.

The polishing plates used in connection with lamination are nickel-clad steel plates 0.02 inch in thickness measuring 21 inches by 36 inches. The nickel surface, which is firmly bonded to the base metal, is polished to a perfect mirror finish. The cellulose acetate foil is 0.00088 inch thick and is formulated especially for the purpose.

When a document is to be repaired or "laminated" a sheet of foil slightly larger than the record is placed upon a clean polishing plate and carefully smoothed down. In some cases the upper face of the foil is scratched lightly with a wire brush to avoid trapping air between the foil and the paper. The manuscript is placed on the smoothed-out foil, care being taken to have no turned over corners or edges. If the paper is in pieces, it may be assembled on the foil as though it were a jig-saw puzzle. In case the fragments are small, a little chemically pure acetone may be used to soften the foil so as to hold the pieces securely in place, although this is rarely necessary. A second sheet of foil, scratched as before, is then carefully placed on the document and another polishing plate lowered onto this combination. If more paper of the same character is to be treated, the series of operations just described may be repeated until a stack of eight to ten plates results. This stack is then transferred to an opening in the hydraulic press which has been padded with blotting paper to compensate for minor irregularities in the thickness of the paper. The other openings in the press may be filled with documents similarly prepared. The press is put in operation and heat and pressure are applied for a period of time and to an extent determined by the type of paper under treatment. When the required time of heating has elapsed, the press is allowed to cool and when cold, the pressure is released. The heating time may vary $3\frac{1}{2}$ minutes to 30 minutes at 40 pounds steam pressure while the pressure necessary ranges from 300 pounds per square inch to 2000 pounds per square inch. When

the pressure is fully released, the plates are removed from the press and the coated documents are stripped from them. After a close inspection for any defects, the excess foil is trimmed off leaving a sealed margin about $\frac{1}{8}$ inch wide around the entire document.

Repeated tests at the National Bureau of Standards show that laminated papers have excellent qualities of permanence and that they are relatively unaffected by natural aging. Documents so treated are less attractive to insects and immune to the action of common molds. It is possible to write upon them using ordinary writing ink and subsequently to remove these notes by means of soap and water, which agents may also be used to remove greasy fingerprints or dirt resulting from use. The original legibility and flexibility of the paper are retained and the bulk after treatment is generally less than before, although the weight of record is more than twice the original weight. Cellulose acetate foil transmits ultra-violet and infra-red light readily and so does not hinder the examination of laminated records by these media nor does its presence complicate the operations of the photographer. If binding after lamination is contemplated, a strip of muslin or gauze is usually placed along the binding edge of the sheet to avoid the necessity of sewing through the paper.

Of course documents, such as those bearing wax or metal seals, which are not amenable to lamination occasionally appear, and in such cases, recourse is had to "silking." Although this operation is widely known, it may be of interest to outline the method of application practiced in the National Archives. A thin layer of paste is applied to a sheet of plate glass with a brush and a piece of crêpe-line (about one inch larger in each dimension than the document under treatment) is spread upon it. The cloth is given another coat of paste, and the document spread upon it using the paste brush to smooth the paper down. Another coat of paste is then applied and a second sheet of chiffon is placed over the record and carefully smoothed down with the brush. The document, together with the two adhering crêpe-line sheets, is then stripped from the glass and hung up to dry. When half dry, it is placed between wax papers or wax boards and pressed until completely dry. If necessary, the wax papers are changed during the pressing operation. When entirely dry, the document is removed from the press and trimmed. A narrow edging of fabric is left on each edge to show that none of the paper was removed in trimming.

The methods just described are intended primarily for use on paper records, but from time to time records inscribed upon parch-

ment and vellum are encountered. Since the quantity of such material is relatively small, no standard methods have been developed. In general, the methods of the British Public Record Office are followed with such minor variations as the individual cases demand.

VI STORAGE CONDITIONS

No description of preservation processes practiced in the National Archives would be complete without some mention, however brief it might be, of the conditions under which records are stored and the methods used to control these conditions.

The temperature, relative humidity, dust content and sulphur dioxide content of the air supplied to the storage spaces are controlled within narrow limits by air-conditioning machinery of the most modern design, backed up by a well equipped chemical and microscopical laboratory. The relative humidity of the air is maintained at 50 per cent plus or minus 2 per cent, while the temperature is held at 70°F. plus or minus 2° in the winter and at 75°F. plus or minus 2° in the summer time. The elimination of sulphur dioxide from the air is assured by washing the air with water containing reagents for the absorption of this acidic gas and by maintaining the alkalinity of the wash water at the proper level. The dust content of the air is also minimized by twice filtering all the air supplied to the storage areas before its admission to the stacks.

No daylight is permitted to enter the stack spaces, which are illuminated when necessary by incandescent lamps having lead glass bulbs.

VII CONCLUSION

It is hoped that this brief description of repair and preservation processes and equipment used in the National Archives will be of interest to other workers in this much neglected field.

ARTHUR E. KIMBERLY

Chief, Division of Repair and Preservation,
The National Archives, Washington, D.C.

THE PART OF THE ARCHIVIST IN THE WRITING OF AMERICAN LEGAL HISTORY¹

AS EARLY as 1899 Paul Samuel Reinsch stated that "when American legal history comes to be studied more thoroughly, it will perhaps be found that no country presents, in the short space of three centuries, such a variety of interesting phenomena," and added, with regard to the court records, that "a publication of characteristic records of this kind is a desideratum not only for legal history, but for the study of the general economic and social development."² A few years later Herbert Osgood, for the historians, lamented that "the subject of the introduction of English law into the colonies, which is also the history of the origin of American law, is one which demands investigation. Until the work shall be done by some competent hand, one is forced to deal in generalities."³ These statements were all made at the beginning of the present century, and have been echoed many times since by Holmes, Pound, Philbrick, Goebel and many others.⁴ The value of American legal records has been recognized and the necessity of examining and reproducing them appreciated, yet save for a niggardly use by a scattering of historians and the publication within recent years of a handful of the records,⁵ precious little has been done with them.

With so many doing service to the value of legal records, a fair question to ask is, what do these records contain? The answer to such a question becomes comprehensible only when one realizes the part the courts played in the life of the people. No one reading newspaper headlines today would deny for a second the social and economic significance of the courts in our own times. Certainly their records bulk large in the estimation of those students of contemporary society, the sociologists. Yet the story of the courts in America has been the story of the constant diminution of their powers by the relega-

¹ Paper read at a luncheon conference of the Society of American Archivists at Philadelphia, Wednesday, December 29, 1937.

² P. S. Reinsch, "English Common Law in the Early American Colonies," *Select Essays in Anglo-American Legal History* (Boston, 1907), I, 367, 371.

³ Herbert Osgood, *The American Colonies in the Seventeenth Century* (New York, 1904), III, 14.

⁴ See especially F. S. Philbrick, "Possibilities of American Legal History," *The Law Library Journal*, XXVII (1934), 191-213.

⁵ For a bibliography of colonial court records published down to 1930 see R. B. Morris, *Studies in the History of American Law* (New York, 1930), 265-273.

tion of their authority to commissions, bureaus and administrative agencies. In the earliest colonial period no institution transcended the local county court in the importance of its intimate contact with the lives of the people. It was one of the two institutions they first established as being most essential to adjustment in the new land. The church was the other. But whereas the church was a subtle influence, giving the colonists the spiritual strength to face disheartening odds and only occasionally moving against them individually—usually to prevent immorality, with an admonition made somewhat substantial by the threat of excommunication—the courts constantly touched their lives with reality in the form of process, such as writs, subpoenas and orders, enforced by constables and sheriffs, supported with the more effective sanctions of the whipping post, fines and imprisonment.

The colonists did not arrive on these shores with an outlined scheme of government giving to each agency of government, such as the court and the executive, its allocated sphere of activity. They arrived generally without even books to help them, except the Bible. Their souls had to be saved, to be sure; hence the Bible, however limited the room on transatlantic vessels might have been, but in the unending combat with the wilderness which they faced, an axe or a hammer or a frying pan was more useful than an abridgment of the statutes or copies of Lambarde or Dalton. They arrived with but a vague and rapidly dimming memory of the way things had been done in England and a sense of some of the things they wanted changed. Because these early colonists were drawn from the mass of the common people of England, and because as such they had all rendered service in the local courts of England—the leet, baronial, county and borough courts and the quarter sessions—the court loomed large in their memories. But, because there was considerable jurisdictional confusion in the way those courts were functioning in England, and because in their memories the colonists were particularly vague as to detail, the courts they first established in America were compounded of all the English local courts just mentioned and in a broad way combined their powers.⁶ This gave them an extremely comprehensive jurisdiction to begin with. In addition, although the

⁶ For a careful discussion of the confusion resulting from this fact, further complicated by the religious background of the settlers in Massachusetts, see Julius Goebel, Jr., "King's Law and Local Custom in Seventeenth Century New England," *Columbia Law Review*, XXXI (1931), 416-448.

courts were originally established for the usual general purposes of providing a procedure for the orderly determination of disputes and for maintaining the peace, once they were in existence and functioning, the tendency with governors and legislatures was to turn to them with any new regulation they wanted enforced.

The litigious nature of the colonists also played a part in giving the court an exaggerated social significance. The colonists were extremely sensitive and very willing to prosecute the slightest reflection on either their character or title to property. This quirk in colonial nature may be explained by the fact that a man could be his own lawyer and so risk only the costs of suit in litigation, or it may be explained merely in terms of entertainment value. There was a basic monotony in the struggle with nature, especially amid the moral regulations of the day, which found some release in the excitement of court day. The meeting of court was quite a social occasion. The result of all these factors was an institution which in its scope permeated the entire warp and woof of colonial life in a manner difficult to realize today.

There was literally no phase of human life which was not within the province of the court's activity, from the most intimate relations between husband and wife, to the most tenuous relations between a tenant and the incompetent heirs of an absentee landlord. The court not only regulated the lives of the people from the cradle to the grave, but endeavored to prevent the birth of some, with its moral regulations, and materially affected others after death in the disposition of decedents' estates.

The court of course performed its primary service of providing a place where litigants could bring suit. The diversity of these cases is limited only by the differences human beings are capable of. It would be impossible to indicate in this paper the scope of human activity covered by the cases tried on the civil side. They included matters having to do with land disputes, contracts and commercial damages, and differences on these matters were intensified by the very unsettled conditions of early colonial society.⁷ Nor shall I attempt to discuss the important criminal activities of the court⁸ or to

⁷ No extensive study of this material has been made, but for a limited discussion in the fields of land law, women's rights and torts see R. B. Morris, *op. cit.* See also C. M. Andrews, "The Influence of Colonial Conditions as Illustrated in the Connecticut Intestacy Law," *Select Essays*, I, 431-463; and G. E. Howard, *History of Matrimonial Institutions* (Chicago, 1904), vol. II of which deals with the colonial period.

⁸ See A. P. Scott, *Criminal Law in Colonial Virginia* (Chicago, 1930); H. W. K.

indicate the great variety of offenses it discouraged by punishing, from the pleasurable crimes of swearing, smoking in the streets, drinking to excess or striking one's parents, to the more serious crimes of murder and burglary.

However, in addition to these matters being determined on either the civil or criminal side, the court in the earliest days regulated midwifery and provided for the registration of births. It then provided for the education of the children, and, likewise, the conditions under which they should be indentured as servants. It extended its protection to include others who were unable to protect themselves—illegitimate children, the poor, the insane, Negroes and Indians. It provided a means for the orderly distribution of unoccupied lands by registering claims and regulating landmarks, and then maintained men in their tenures with its process. The court also protected chattels by providing for the registration of brands. The court built highways, bridges and dikes and regulated fences and ferries. At times it even supervised the church, providing for buildings, ministers and the collection of tithes. It assessed and collected taxes. It welcomed some into citizenship by offering a procedure for naturalization, and it cast others outside the body politic, by declaring them outlaws, who could be shot down on sight as creatures of the wild.

Seventeenth century economic regulation would, in the scope and minuteness of its control, make those who support contemporary regulatory legislation seem like rugged individualists. A man's basic activities such as hunting, fishing and whaling were all regulated. The kinds of bread which bakers might bake were stipulated, the size and weight of the loaves fixed, as well as the manner in which they were to be marked and the price at which they were to be sold. The leather to be exported or used for manufacturing purposes within the colony was inspected and stamped, and to use uninspected leather was a punishable offense. The wood to be used for staves and drums was all prescribed. Flour, tobacco, hemp and meat to be exported were regulated as to quality and method of packing. All of these regulations were supervised by the county court. Finally, for those who succumbed to this economy, the court fixed a place of burial and guaranteed its inviolability.⁹

Fitzroy, "The Punishment of Crime in Colonial Pennsylvania," *Pennsylvania Magazine of History and Biography*, LX (1936), 242-269.

⁹For examples of the laws of one colony during the seventeenth century providing for the regulation outlined here see *Charter to William Penn and the Laws of the*

I have indicated but roughly the scope of the activity of this most important colonial institution, the county court. However, the very term "institution" is an abstraction, and what we mean by the court as an institution is the officials who functioned in the courts and the law they administered, and its significance depends upon the part that it played in the lives of the mass of the people. To describe the impact of such an institution in its varied aspects on all the people would require volumes and would necessarily result in a treatment as impersonal and abstract as the word itself. Since an institution achieves reality only as it touches lives, the intimate part the court played in the lives of the colonists may perhaps best be illustrated by describing the part of the court in the life of one of them for a limited period.

For this purpose I have chosen the life of Richard Crosby as he voluntarily or involuntarily entered the court at Chester during the years between 1683 and 1697.¹⁰ Richard Crosby was not one of the leading citizens of the town, nor was he an indentured servant. He was a farmer, an average colonist, who had left England to seek in the new world the opportunities denied him at home. Chester was a small village a few miles up the Delaware, temporarily the first city of the new province since Penn had disembarked there in 1682 to be feudally recognized in his grant. The court before which Richard Crosby appeared consisted of farmers like himself, who, without benefit of legal learning, solved as best they could the multifarious problems arising as an increasing migration of Europeans, all land hungry, attempted settlement in a country without established institutions and inhabited by a primitive and unfriendly people. In the chaos of this situation the court was the sole arm of the state, the sole force on the side of order.

Crosby's name first appeared in the records in October, 1683, when he was appointed to collect a levy for the building of a new courthouse. He was to collect the assessment for Providence, a small settlement a few miles to the west of Chester, whose inhabitants, conscious of their isolation, had just petitioned the court for a highway. In the same year Crosby first appeared before the court in the case

Province of Pennsylvania (Harrisburg, 1879), *passim*. Similar regulatory laws existed and to a degree were enforced by the courts in the other colonies.

¹⁰ For a detailed examination of the part the court played in the life of Richard Crosby see H. W. K. Fitzroy, "Richard Crosby Goes to Court, 1683-1697: Some Realities of Colonial Litigation," in *Pennsylvania Magazine of History and Biography*, LXII (1938), 12-19.

Crosby v. Andrews. We do not know the facts in this case, but it dragged on for a number of years until Andrews fled the jurisdiction and Crosby secured, on an original judgment of £18, lands that had been assessed thirteen years before for £60. This was one way of acquiring an estate in the new land.

In 1686 Crosby served as a juror, sitting on three civil cases and one criminal prosecution. The civil cases all involved questions having to do with the title to land. The criminal prosecution was for hog stealing, for which the prisoners were sentenced to pay the owner forty shillings as restitution and "recieve twelve stripes apeece well laide on their backs." Later in the same year pigs again entered Crosby's life when he was fined for "keeping an unlawful fence to the damage of John Martin in his swine."¹¹ People were establishing themselves along the new road to Providence, and the court was active settling the frictional problems following on the increase in population. The next year a new road connected Crosby's lands with the King's Highway, and he was made a supervisor of the highways. The swing west was coming fast indeed.

Four more times during the period Richard Crosby turned to the court to settle differences with his neighbors, three times as plaintiff in actions of debt and once as the defendant. His name appeared three times on the dockets for the purpose of securing title to land: as the grantor of a mortgage on lands in Chester, as attorney to acknowledge a deed, and, finally, as the grantee of a deed for eighty acres of land. Slowly but surely, before us in the records, the estate and holdings of Richard Crosby were being increased.

Unfortunately the records reveal the character of Richard Crosby as having been not without blemish. He was of the frontier, and the rough strength so essential to conquest of the wilderness could likewise cause trouble. Here the court stood as ready to do justice to Richard Crosby as by him. Twice he was fined for being drunk and abusing the magistracy. At another time he challenged the Swedes at cudgels and accused them of taking part with the Indians against the English. Later, in one evening, he claimed that he and his son possessed magical powers, abused the magistrates, and outraged his host by suggesting that his host's mother had "drunk herself blind," and that his wife was a member of the world's oldest profession. For all of these offenses Crosby was fined.

¹¹ This was in violation of a law of the province. See *Charter and Laws*, *supra*, 15.

Richard Crosby made his last appearance, in the records we have under consideration, in 1697. At that time he was presented for having called the grand jury "perjured rogues" and for saying that "if either sherif or clarke came to gather the country levie of him he would be the death of him." This was a small thin voice of Richard Crosby's on the Pennsylvania frontier of 1697, but it was the same voice, augmented and amplified, which successfully demanded the democratic Pennsylvania state constitution of 1776, and which unsuccessfully resisted the federal forces in the Whiskey Rebellion of 1794.

Over a period of fourteen years Richard Crosby's name appeared fifty-one times in the records and in that period the court touched his life twenty-six times to protect him in his property, to exact services from him or to hold him to the standards of good behavior. Richard Crosby was typical of the people before the court and his life fairly illustrates the part the court played in the lives of the colonists.

The thing to be marveled at is that social and economic historians have made so little use of the records of so vital an institution and records so rich in social detail. So distinguished a writer as the author of *Provincial Society*¹² presumes to give his volume such a title, without apparently having even superficially examined the records of this organization which, as we have just demonstrated, most intimately and most constantly touched the lives of the mass of the people. The excuse cannot be given that the courts touched only the seamy side of colonial life. Even if it were so it would be no reason for neglect. But the people before the court were not all Jukes; there were a surprising number of Edwards', as one might expect considering the scope of the court's activities. Yet time and again, even in so admirable a work as the *Dictionary of American Biography*, one reads sketches of the lives of lawyers and judges, without reference to the evidence of a most revealing part of their lives, the record of their activity before the courts. We know practically nothing of the manner in which the courts functioned during the Revolution, though in many jurisdictions two systems of courts were operating, presenting a fascinating opportunity for contrast. Although the independent action of the separate state courts in the absence of any

¹² J. T. Adams, *Provincial Society, 1690-1763* (New York, 1927). In a critical essay on the authorities under the caption "Law and Legal Institutions," some of the better known monographs are mentioned, but there is little evidence in the volume that even these secondary sources were very much relied on.

federal judiciary is commonly given as one of the reasons for the breakdown of the Confederation, we know very little of what was actually being done in the courts. Likewise, the activities of the courts during the period of our third constitutional experiment, the Confederacy, is a void in our legal history.¹³

Perhaps these records have not been utilized because historians, not being initiated into the closely guarded secrets of the law, have hesitated to examine the evidences of a mystery. While Maitland was quite right in holding that the history of the law must be written by lawyers,¹⁴ there is much of a significant but untechnical nature which is to be gleaned by anyone willing to search. Neither Andrews nor Sioussat is a trained lawyer, yet each has made expert use of legal records.¹⁵ An action on contract might reveal a highly technical and peculiar form of bill of lading, truncated perhaps and in extreme variance with all such previous forms, especially significant to the legal historian writing a history of commercial paper, but the same case might also reveal that the goods were shipped by steamboat on a certain date, on a canal, the kind of goods in transit and their price, all of which would not be without significance to the economic historian. So, in the accumulated criminal cases of a people is written the history of their status, their morality, their religion, and every tendency toward improvement or degradation.

If the value of these records has been recognized, why have they not been used? If there have been voices calling in the wilderness, why have they not been heeded? If the tradition of writing a history of the people, inaugurated in America by McMaster and perpetuated by writers like Bruce and Wertenbaker,¹⁶ is sound, why have these records touching so closely the lives of the people been ignored?

¹³ Some light was thrown on this problem in a paper entitled, "State Courts and the Confederate Constitution," read by J. G. de Roulhac Hamilton at a joint meeting of the American Historical Association and the Southern Historical Association at Philadelphia, December 29, 1937. The paper was necessarily preoccupied with the courts in the maintenance of civil rights during war time.

¹⁴ *The Collected Papers of Frederic William Maitland*, ed. by H. A. L. Fisher (Cambridge, 1911), I, 493: "a thorough training in modern law is almost indispensable for anyone who wishes to do good work on legal history."

¹⁵ See C. M. Andrews, *loc. cit.*; and also St. George L. Sioussat, "The English Statutes in Maryland," *Johns Hopkins University Studies in Historical and Political Science*, XXI, nos. 11-12.

¹⁶ T. J. Wertenbaker, *The First Americans*, vol. II of *A History of American Life*, ed. by A. M. Schlesinger and D. R. Fox, makes considerable use of court records, especially those of the county court. P. A. Bruce, *Institutional History of Virginia in the Seventeenth Century* (New York, 1910), in the chapters on legal administration places much reliance on the actual court records.

Perhaps an examination of the history of the writing of English legal history will provide us an answer.

Maitland in 1888, in an essay entitled, "Why the History of English Law Is Not Written,"¹⁷ grieved that the overwhelming mass of records, even in the earliest centuries of the writing of English law, made the writing of a history of the English law almost impossible. In keeping with his expressed grievance Maitland and his collaborator closed their *History of the Common Law of England* with the year 1272, the first year of the reign of Edward I.¹⁸ Yet in 1926, less than forty years later, the ninth volume of Holdsworth's monumental *History of the Common Law*, describing the development of English law through the last century, made its appearance. What had transpired, what developments had taken place with regard to English legal records to make possible in 1926 what had been called impossible in 1888?

The answer to our question is acknowledged by every writer of English legal history who has emerged since Maitland, as a debt to the work of the English archivists. The beginnings of their activity were directly responsible for Maitland's grievance as to the period after 1272, the publications of the Records Commission between 1830 and 1840, under the careful eyes of Palgrave and Hardy,¹⁹ followed by the Rolls series in 1858 and the volumes of the Historical Manuscripts Commission in 1887. Here were edited and released for the convenient use of students a great mass of material formerly scattered over the kingdom, hidden in the attics and cellars of public buildings and the muniment rooms of private residences, in places where no one could have hoped to have had access to them—cartularies, chronicles, yearbooks, King's Council and early chancery proceedings, records of fines and pipe, patent, close, hundred and manorial rolls. Since then the publication of records has been continued by the English Historical Society, the Camden Society and, above all, the Selden Society. Within recent years the county historical societies have added whole series of volumes of records of the local courts, especially the quarter sessions.²⁰ On top of this there has

¹⁷ *Collected Papers*, I, 480.

¹⁸ There had been many writers in the English law from Glanvill to Blackstone, but they had been very limited in their use of source and had perforce not produced their work under the critical historical method of the second half of the nineteenth century. See W. S. Holdsworth, *The Historians of Anglo-American Law* (New York, 1928).

¹⁹ There were apparently many volumes of manuscripts prepared at this time that have not yet been published. Maitland, *Collected Papers*, II, 9.

²⁰ Note especially *Staffordshire Historical Collections: Quarter Sessions, 1598-1602*;

been an increased activity on the part of the Records' Office, with improvements made in the direction of greater accessibility of the records. There has also been a steady flow of manuscripts towards a few of the great public libraries, especially those of the British Museum, Lincoln's Inn, and Cambridge and Oxford universities.

English legal history could be written because the English archivists gathered together the legal records and made them available to the scholars. From these records came not only the history of the English law but the impressive institutional histories of the Webbs,²¹ and the social histories of Dorothy George and Eleanor Trotter.²² What Maitland only vaguely realized in 1888 was that the history of English law would not be written by one man or two men, but by literally hundreds of men whose researches in 1926 could be synthesized by a Holdsworth.

If, then, American legal history is to be written, if social and economic historians are to have the use of these valuable records, the archivists must first prepare the way by collecting the records and making them available. The problem in America is concededly more difficult.²³ Instead of dealing with a single jurisdiction and records never more than a few hundred miles distant, as was the case in the writing of English legal history, the historian of American law must deal with forty-nine jurisdictions and records which are scattered over thousands of miles. The task therefore of the American archivist becomes so much the greater.

The accumulation of materials in these jurisdictions is overwhelming and will become increasingly so, but the archivist must not be awed by this fact. With the task of discovery so admirably performed by the federal government during these years of depression, the archivist's function remains, first, to take the necessary precautions for the preservation and safeguarding of the records, and then to

Northants Record Society Publications, Quarter Sessions Records, 1630-1658; and Lincoln Record Society Quarter Sessions Minutes, 1674-1695.

²¹ Beatrice and Sidney Webb, *English Local Government from Revolution to the Municipal Corporations Act: The Parish and the County* (London, 1906); *The Manor and the Borough* (London, 1908).

²² Dorothy George, *London Life in the Eighteenth Century* (London, 1930). Eleanor Trotter, *Seventeenth Century Life in the County Parish* (Cambridge, 1919).

²³ Professor James echoes Maitland's early lament. Eldon R. James, "Some Difficulties in the Way of a History of American Law," *Illinois Law Review*, XXIII (1929), 683: "While a person might in one lifetime conceivably master the sources, so that he could deal adequately with the legal history of one state, he would find it a most difficult, if, indeed, not an impossible task to go farther than this."

provide for the needs of historians and others who will use the records. Technological improvements have developed at a thrilling rate during the past few years, so that mechanical ingenuity is solving many of these problems for the archivist. The only oversight has been a machine to determine what shall be saved. No slavish antiquarianism is the solution of this problem. The fault in the past has been not that mice and fire and water and neglect permitted so few records to survive, but that the wrong records survived. An intelligent reduction of the amount of these rapidly accumulating records can be made. Let the archivist consult, in the case of legal records for example, with the lawyers, the judges and the legal historians, and great masses of duplicate materials, of routine records without historic value, can be disposed of. The archivist in any case will be damned, but let him develop a philosophy which will condition him to accept it.

A beginning is concededly being made to make these legal records available, but only the merest beginning. Records are being centralized, some of the more interesting are being printed,²⁴ more are being microfilmed.²⁵ Even more important at the moment, reports on the materials in local archives are being made at least enumerating the records which have survived to date.²⁶

The writing of monographs from this mass of legal records has begun. The number of workers will steadily increase and more and more information will be withdrawn and checked against that which has already been done. At long last the synthesist, the Holdsworth, of American legal history will appear, and a history of American law will be written. In hundreds of early monographs will be short paragraphs, usually inserted between tributes to graduate professors and the author's spouse, acknowledging the courtesy of the archivists who made the material available. That will be the archivist's

²⁴ Note the publications of the Littleton-Griswold Committee of the American Historical Association; *Proceedings of the Maryland Court of Appeals*, ed. by C. T. Bond and *Select Cases of the Mayor's Court of New York City, 1674-1784*, ed. by R. B. Morris. See too the four volumes of *Transactions of the Supreme Court of the Territory of Michigan, 1805-1824*, ed. by W. W. Blume, published by the University of Michigan upon the Cook Endowment Fund, and *Records of the Court of Common Right of New Jersey*, ed. by P. W. Edsall, published by the American Legal History Society.

²⁵ The scope of this activity was outlined in a paper read before the Society of American Archivists at Providence in December, 1936, by J. P. Boyd.

²⁶ These reports are now being made under the direction of Dr. Luther H. Evans, of the Historical Records Survey, and it is hoped that eventually over three thousand of these reports, for each county in the nation, will appear in either printed or mimeographed form.

reward. It seems a meager reward and it is, but the archivist may rest secure that without him the writing of American legal history and the release of valuable historical materials in the court records becomes an impossibility.

HERBERT WILLIAM KEITH FITZROY

Princeton University

THE ADMINISTRATION OF STATE ARCHIVES¹

THERE is nothing new or surprising about the historians' concern for the preservation of the noncurrent records of government. As early as 1910 the American Historical Association adopted a resolution urging Congress to provide a centralized depository for federal records, and since that time historians have whole-heartedly supported the movement which resulted in 1934 in the passage of an act to establish the National Archives. Nearly forty years ago the Public Archives Commission set up by that same association began their earnest and continuing efforts to learn the facts about the archives of individual states and to promote the enactment of state laws providing for more efficient archival administration. Within ten years these efforts bore fruit in the appointment of custodians of public records in some twenty states, and in the passage of a considerable body of regulatory legislation. The revival of active interest in archives during the past three or four years, which has brought about the organization of works projects approved by the states and by the federal government, likewise may be attributed mainly to the initiative and persistence of historians and historical societies.

Despite this traditional zeal for the preservation of archives, I believe it is not inappropriate for me to recall the subject to your attention, since there are still a number of states which have not set up central depositories, and those of the Pacific Coast and the Northwest have yet to make serious studies of the problems involved. Although many records of the state of Oregon were destroyed in the capitol fire of 1935 the state librarian reports that the new building has no facilities for the administration of archives other than the usual departmental vaults. California leaves the custody of certain records to the secretary of state but there is no archivist intrusted with the responsibility of preserving state records not found in that office. Idaho, Montana, and Nevada have given little or no thought to the

¹ This article, which is reprinted with minor variations from the *Pacific Northwest Quarterly*, January, 1938, is the substance of a paper read at the thirty-third annual meeting of the Pacific Coast Branch of the American Historical Association at the University of Washington, Seattle, December 30, 1937, at the joint session on Archives with the Federal Historical Records Survey and members of the Society of American Archivists. The author wishes to express his appreciation of the generous co-operation by state archivists and custodians in the assembling of data relating to archival practices. Their response to the questionnaire sent to them was most gratifying. Without their assistance this summary analysis could not have been written.

appointment of state archivists. Wyoming and Utah have made small progress in consolidating their noncurrent records. In Washington such records are being assembled in the new quarters assigned to the archivist, but much remains to be done before the archives may be said to have been put on the same plane of efficiency as the state library or the offices from which the papers came. Actually we of the western states have only just begun to face the task of preserving and administering our public records. Yet I know of no good reason why the Pacific Coast should not be represented in the growing group of states which recognize that task as one of the essential functions of government.

It is not, however, the primary purpose of this paper to exhort and persuade listeners already won to the cause. Rather I should like to assume an agreement upon the desirability of our objectives, in order that I may spend the remainder of my time pointing out some of the practical questions that come up once a decision has been reached to appoint an archivist and to place under his care the noncurrent records of state officials. I shall not present general solutions for these difficulties since in most instances unanimity of opinion has not yet been reached. Nevertheless, a summary of the experience of individual states should clarify our problems and suggest some possible solutions at least.

The first group of these practical questions to which answers must be found has to do with the administrative set-up; that is, with the status of the archivist, the budget within which he must operate, and the qualifications and training of his personnel. Closely associated are those which relate to the housing and equipping of his archives staff.

In dealing with the general supervision of archives the states have served as experimental laboratories and their experience has been varied. The general trend has been to view the permanent preservation of records as primarily a cultural and educational responsibility to be turned over either to the historians or to the librarians. In some cases where publicly supported state historical societies were already in existence, as in Ohio, Wisconsin, Minnesota, Kansas, Nebraska, Oklahoma, and Utah, they were made official depositories. In certain other states where there were no such societies or where, because they were not located at the state capitol, or for other reasons they were not deemed suitable, state commissions or departments were created which usually did not have the popular support of paying members, but which in their functions resembled closely the historical

societies of the upper Middle West. Thus Alabama, Arkansas, Mississippi and West Virginia have their Departments of Archives and History; North Carolina and South Carolina have their Historical Commissions, and Iowa has its Historical, Memorial and Art Department. Georgia maintains a Department of Archives and History under the general supervision of the secretary of state. All of these treat the care of archives as only part of their program of historical activities.

The list of states which make their librarians custodians of official records includes Arizona, Connecticut, Indiana, Illinois, New York, Pennsylvania, Texas, and Virginia. Only in a very few cases, notably Maryland and Delaware, have archives establishments been set up as independent administrative agencies. Vermont this year created a Public Records Commission, but has not as yet provided funds for its operations. In several states, among which Massachusetts, Rhode Island, and California may be mentioned, archivists have been appointed as subordinate to the secretary of state. Such custodians are not to be considered state archivists in the broad sense of the term since they have charge only of records in the one office. In these states no general consolidation of records has been achieved. Maine and New Hampshire, Missouri, and the northern Rocky Mountain states likewise leave the custody of noncurrent files to departmental officials. The state of Washington has suggested an interesting variation by providing for consolidation while at the same time intrusting supervision to the director of the Department of Finance, Budget, and Business.

There is little likelihood that any uniform type of archives establishment will emerge from this variety of state practices, for a long time at least; nor is such uniformity essential to the efficient discharge of the task in hand. On the contrary, it is highly probable that future advances will be made by a process of building on foundations already laid, using historical societies, libraries, or commissions as seems most advantageous. Two principles are clear, however, for the guidance of future endeavor. Whether cared for by an independent agency or by a division of some larger administrative unit, the preservation of state archives should be viewed as a distinct function of government which should be intrusted to qualified experts. Standing midway between the present and the past, the archivist should consider himself bound to serve efficiently the needs both of administrative officials and of historians, yet his office should not be domi-

nated by the special interests of either. If organized under a state historical society, the archives should be a co-ordinate branch with the library, the museum, and the publications office. They might perhaps be merged with the manuscript division. If closely associated with the library, the archivist should have a voice on the library board. Arizona suggests one solution in the enactment of a recent state law creating a Department of Library and Archives.

The second guiding principle is that state archives should be kept nonpolitical, that general supervision should be nonpartisan, and the appointments and tenure should be determined on the basis of merit. Efforts have been made to achieve this goal in several states by the creation of supervisory commissions whose members serve without compensation. In Maryland and South Carolina these commissions include the presidents, or heads of history departments, of state educational institutions, and representatives of state historical societies. In Maryland the governmental viewpoint is represented by the governor, controller, and chief justice of the court of appeals. Indiana follows the same policy, and Vermont makes the secretary of state *ex officio* a member of her commission. In Delaware the desire to avoid politics has resulted in the exclusion of governmental officials from membership. The Nebraska arrangement balances *ex officio* members with others who are elected.

The problem of the qualifications and training of personnel is not to be solved simply by a provision for nonpolitical supervision. Sometimes the feeling that noncurrent records are of no further present usefulness has resulted in a toleration of neglect and inefficiency. Equally important is the fact that the methods of handling archives have been developed rapidly in recent years while training courses have not yet been instituted. State historical societies and commissions have been the proving ground from which several of the members of the staff of the National Archives were recruited. Now the process is reversed and the National Archives is beginning to feed trained men back into state positions. The training has been gained by apprenticeship and experience in both cases. It might be added that experience with surveys of historical records set up as works projects has in some instances led to the securing of archives positions either in a federal or state organization. To date, however, no formal training courses in this country have furnished a supply of persons fitted to fill the position of state archivist. There is now the prospect that this obstacle to the advance of archival economy may be removed by

the inauguration of courses at Columbia University and the University of Illinois. At Columbia, the department of history is taking the initiative in working out a co-operative scheme between the university and the National Archives. At Illinois, the course will be divided between the university and the state archives at Springfield.

A significant trend is to be observed in the increasing emphasis that is being placed upon a knowledge of political science and governmental organization in the training of archivists. At Columbia, the plan of work will include courses offered by the faculty of political science, and it is expected that some of the students will take their doctor's degree in public law rather than in history. Members of the staff of the National Archives, some of them selected originally on the basis of specialization in history, are being urged to take further study in political economy. The profession is becoming more technical and future candidates for positions will probably find a study of government equally as valuable to them as their acquaintance with history. At all events we may anticipate that more trained men will be available, and that states will demand and secure qualified persons.

The raising of standards in archival administration will be limited by the willingness of state legislatures to make appropriations for the establishment and maintenance of archives divisions, since improvement necessarily involves expenditures. The salary scale for archivists must be brought up reasonably near parity with corresponding supervisory positions in other departments and in libraries. Subordinate assistants should be employed in sufficient numbers to carry on the work of transferring records, classifying and cataloguing them, compiling guides, and furnishing prompt reference service to officials and other investigators. Housing and equipment should be provided, which will entail substantial initial appropriations, though more modest amounts will suffice after operations are stabilized.

An encouragement and a challenge to greater effort is the example of Maryland, South Carolina, and Illinois in the construction of specially designed halls of records. It may be mentioned in passing that the Maryland building was voted as part of the Tercentenary Memorial program, while the South Carolina hall is a World War memorial. The recent or present construction of new state buildings will do much to improve the situation in Alabama, Arizona, Delaware, North Carolina, and Washington, and several other states are considering similar plans. Indiana records are comfortably housed in

a new state library. Yet there are many states where the archives are crowded into quarters far too small. Nebraska has a site but as yet no building. Several depositories comprise one, two, or three rooms in a capitol, a supreme court building, or a state education building. Clearly no program of systematic transfer is possible when space restrictions are prohibitive.

The installation of special equipment is likewise limited in state archives by the funds available, and few of them possess many modern improvements. Maryland and Illinois will have fumigation chambers soon; they now have air cleaners, as does also Indiana. The new presses used for the repair of documents by lamination are as yet too new or too expensive to have been installed in state archives. Gauze facing is most commonly used for repair. The ingenuity that Maryland and other states have shown in equipping their repair-rooms is proof that much may be done without incurring great expense. For the reproduction of documents, photostat equipment is usually available, and several states are purchasing Recordak or Photorecord cameras.

It is difficult, if not impossible, to discover the sums applied to the administration of archives in many states, since they are hidden in general budgets from which specific items can not be ascertained. A few figures may be cited, however, to indicate what the archives-minded states are spending. The budget of the Maryland Hall of Records (which has a staff of nine) is approximately 30,000 dollars per year. The Illinois Archives Division has almost 20,000 dollars² to carry on its work; there are eight persons on the staff. The North Carolina Historical Commission receives 21,000 dollars for its whole program, a substantial part of it going to archives work, while Virginia spent 13,835 dollars in the fiscal year 1935-1936. These are the leaders, though Alabama, Mississippi, and West Virginia appropriate from twelve to fifteen thousand dollars for the support of their Departments of Archives and History. Other states carry on with lesser amounts. Delaware maintains a corps of three workers on a budget of 6,875 dollars. New Jersey spends 8,490 dollars of which the salary of the director is 3,000 dollars. Washington and Iowa make available about 6,000 dollars, while Texas, Massachusetts, and Rhode Island give only some 3,000 dollars to their respective ar-

² For the year ending June 30, 1937, the year before the archives were moved into the new Archives Building.

chivists. Several states anticipate that new quarters will make possible an expansion of their work, and larger appropriations will probably be made.

The principle underlying provisions for the transfer of records from departmental offices to general archival depositories is simple enough: only those papers shall go which are no longer needed for the conduct of current business. Yet in actual practice, efforts to frame a general definition of eligibility seldom meet with success. Several states have attempted to prescribe the minimum age of the records which may be transferred for permanent preservation. In Virginia, records originating prior to and including the year 1800 may be moved; in Pennsylvania the date is 1840. Delaware sets the age at seventy-five years. These are extreme cases. Nebraska requires that records shall have been inactive for twenty years before transfer. Georgia and Utah specify ten years, but in the latter state administrative officials are given discretion. Kansas records must have been inactive three years, while Indiana materials must be at least three years old and inactive at the end of that period. These time intervals do not insure automatic transfer but only fix the limits within which records may be considered noncurrent.

In practically all cases, decisions to deposit specific files are reached by a process of constant consultation and agreement between the archivist and the departmental custodian. The initiative ordinarily rests with the latter and legislation is permissive, the assumption being that he is the one who should know whether or not records are inactive. In New York, the wishes of the custodian, approved by the regents, are obligatory upon the archivist. The more common arrangement is one reached by mutual negotiation, and often an archivist must refuse to accept a file because of lack of space. Occasionally acceptance is determined by a desire to fill out files already transferred, or by the historical importance of the records in question. Such factors should not enter into a decision; in an ideal situation the archivist should be in a position to accept all noncurrent records, subject, however, to provisions for their destruction if they have no value. The latter point I shall mention again presently.

In a few instances state laws provide for a procedure in which the archivist rather than the custodian takes the initiative. In Nebraska, the consent of the custodian is stipulated, while in Arizona, state officers are required to turn over noncurrent files. The Texas law authorizes the archivist to demand documents from state officers and

prescribes a decision by the attorney general in cases of dispute. The Indiana Commission on Public Records determines what records are of official value, and may order the removal of those which are consulted only infrequently. Such a procedure is designed to discourage obstructionist tactics on the part of administrative officers. Transfer by persuasion, rather than by compulsion, is, however, the general rule.

The extent to which noncurrent records should be consolidated raises the further question as to the desirability of depositing in the state archives two classes of files which I have not previously mentioned. These categories comprise (1) the records of agencies or institutions managed by the state such as prisons, hospitals, and educational institutions; and (2) the records of counties and municipalities. Apparently little attention has been given to the first of these classes. North Carolina and South Carolina permit their transfer and Illinois anticipates that such files will come in, although none have yet been deposited. No special procedures should be necessary to cover this class of materials, since most of the institutions concerned are under the direction of a department head. This is not always true, however, and the problem is deserving of further study. Conceivably archivists may be empowered to regulate the preservation of these records even though they may not be transferred.

As for the transfer of county and municipal records, decisions are usually reached in specific cases after balancing the danger of possible loss or destruction against the desirability of leaving them in the place of origin. In some states, such as Delaware and North Carolina, a considerable number of local records have been deposited. The Illinois archivist encourages centralization but is meeting with local opposition; the Minnesota Historical Society, on the other hand, discourages transfer and urges the counties to improve conditions in their own courthouses. In Virginia, judges are authorized to direct the transfer to the state archives of certain classes of local records if they are not being properly kept. The archivist may apply for such a court order if he deems it advisable. The state record commissioner of Rhode Island may seize local records in cases of negligence. Massachusetts seeks to insure a plan of decentralized preservation through regulation by a state supervisor of public records, and Vermont is inaugurating a plan that is somewhat similar, although regulation will be linked more closely with the state archives and there will be greater provision for the transfer of records threatened with destruc-

tion. In Indiana, Iowa, and several other states, local officials may deposit records if they so desire. In general, preservation is the keynote of state policy.

One further complication of the problem of centralization is the question of depositing in state archives the records of local administrative offices of the federal government. The recent survey of federal records located outside the District of Columbia has brought this problem more conspicuously to our attention, and while a solution of it must rest largely upon the decision of federal authorities and the National Archives it is not unlikely that state archivists may contribute to satisfactory working arrangements by which some at least of these records will be preserved in the locality to which they most directly refer. A single illustration of this type of agreement may be cited. It is the transfer to the Oklahoma Historical Society of the local records of the Department of Interior relating to Indian tribes assigned to that region.

Scarcely second to the problem of transfer in complexity is the question of determining which records should be preserved and which, if any, should be destroyed. For some time *preservation* was the single watchword among historians and archivists. In our fear of losing something that might be significant we refused to destroy anything at all. Encouraged by numerous historical "finds" among bales of waste paper in dusty attics, our efforts to discover more must now be reconciled with the patent impossibility of preserving for future generations the staggering mass of routine records produced each year by an ever growing number of governmental agencies. The problem is one that has already begun to gray the hair of deputy examiners in the National Archives and state archivists will pray in vain to escape it. We may hope, to be sure, that the careful study given by such groups as the Committee on Reduction set up by the Society of American Archivists will yield helpful suggestions, yet we do but delude ourselves if we expect them to supply us with any easy solution. Decisions must necessarily be made for specific cases and the responsibility for making them will be a heavy one. Furthermore, archivists should seek rather than evade that responsibility, and should promote the enforcement of procedures which give them the control of destruction in place of leaving it to the discretion of departmental custodians. At present some representative of the state archives must approve the destruction of records in Delaware, Indiana, Iowa, Maryland, New Jersey, North Carolina, and Vermont;

and Pennsylvania is working toward a similar plan. There are restrictive provisions in Massachusetts, Arizona, and Illinois. Approximately one-third of the states of the Union have taken action; it is extremely desirable that others should do so. Meanwhile consideration should be given to the possibility of reducing the volume of records by miniature film copies, and to the possible elimination of duplicate files and routine forms, the substance of which is found in condensed form elsewhere.

The classification and arrangement of materials and the preparation of reference guides are among the most important of the practical responsibilities delegated to state archivists, yet little can be said in generalization to summarize their achievements or to analyze their problems. Since an investigation such as this must necessarily be carried on at long range it is impossible to discover, for example, to what extent classifications reflect that development of governmental structure which, as Mr. Lamb has suggested, it is so essential to understand. The principle of preserving the grouping of records according to offices of origin is coming to be observed more extensively, but there are undoubtedly many instances in which the arrangement of records within those main groupings has been changed. When bundles of papers are transferred to the archives after having been rescued, perhaps in chaotic disorder, from a forgotten corner of the basement of the capitol, it may well be impossible to determine their original arrangement, and an arbitrary system of classification may be necessary. Nevertheless, convenient though a simple chronological or alphabetical arrangement may be, an archivist must first make every effort to discover the figure of the administrator's filing pattern, recognizing that otherwise he may destroy the relations that certain documents bear to others, which are highly significant.

It would be inappropriate here to enter upon a discussion of the several varieties of indexes, inventories, catalogues, and calendars by means of which investigators are enabled to exploit documentary collections. Oftentimes such guides are compiled by administrative custodians as the records accumulate and are transferred with them. Otherwise the archives staff must prepare them, and it is a time-consuming task, which is poor material for an annual report, but which, when well executed, brings a song to the lips of the research man. Almost without exception the states have initiated or completed the preparation of finding aids of some kind. Illinois has a name index of 180,000 cards and Pennsylvania has one covering

provincial and revolutionary records. Texas and West Virginia are indexing muster rolls and Civil War records. Ohio has completed a calendar of executive documents and Minnesota has published a bibliography of territorial documents. These are only a few of the many projects that are rendering state archives more useful each year for reference purposes.

In conclusion may I suggest one final question the answer to which is fundamental if an archivist's program is to be carried out successfully in any state. Who should be allowed to use his records and under what restrictions should these persons work? So far as the prescribing of regulations for workrooms is concerned, the practice of states is fairly uniform. Control is insured by requiring that documents shall be used only under the supervision of an attendant, and rules are formulated to guarantee that manuscripts shall not suffer damage by careless handling. Illinois, anticipating the extensive utilization of new archives facilities, plans the publication of a new regulatory code. Most of the states are more informal in their handling of readers; North Carolina, for instance, follows the principle of making as few rules as possible. In an age of fountain pens, ink is no longer strictly taboo although its use is still forbidden in a number of workrooms. Typewriters are permissible in many archives and but few custodians now frown upon the use of cameras. Several archivists ask that written permission be secured for the one or the other.

Archivists assume, and rightly, that only responsible persons of serious purpose should be permitted to consult the files under their jurisdiction. In some states the problem may appear not to be one of keeping the multitude away from the gates, but of persuading people to come in. This is true, however, where the archives have not yet been set up as a going concern; a state derives benefit in proportion to its investment in them. Where records are consolidated and an efficient organization established to administer them, there is little occasion to doubt the usefulness of the archives as agencies of public service. By maintaining working relations with administrative offices archivists secure the transfer of an increasing amount of borderline material and officials come to view the archives files as extensions of their own. Furthermore, the efficient administration of noncurrent files encourages the initiation of more analytical studies by political scientists and research workers from government departments, and the determination of present policy on the basis of past experience. Meanwhile private scholars, utilizing archival collections

in the prosecution of local and regional studies, are transforming state history from the rehearsal of well-worn stories of frontier days into careful, thorough narratives of economic developments and political events and trends. The interests and efforts of all of these groups are deserving of the stimulus and encouragement that the improvement of state archives affords.

CHARLES M. GATES

University of Washington

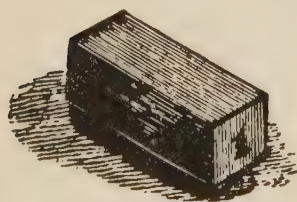
EARLY ESSAY AT MANUSCRIPT PRESERVATION IN THE OLD NORTHWEST

THE following set of rules and methods for the preservation of historical manuscripts appeared in *The American Pioneer* (Cincinnati, 1844), I, 117-118. They show an intelligent interest in the problem for which most of us have not credited the Middle West of a hundred years ago. The excerpt was contributed by Mr. Randolph G. Adams and Mr. Lloyd A. Brown, of the William L. Clements Library, Ann Arbor, Michigan.

PRESERVATION OF MANUSCRIPTS.

It is a *disideratum* with the Logan Historical Society, to preserve the manuscripts of the present day to the remotest ages of posterity, or at least, to use other words, as near FOREVER as the power and sagacity of man will effect. It is well known that the action of the atmosphere will destroy the color of the inks in common use. In one hundred years, at farthest, the iron seems to leave the tanin of the gall nut a dirty brown; and, it is said, three hundred years totally efface all the lineaments of our common inks. We have manuscripts now lying before us, no more than fifty years old, which, instead of black, are reduced to brown. It is true, ink might be prepared to last better, and oil ink forever. But the object is to preserve such manuscripts as are already written, or will unquestionably be written with just such ink as is commonly used.

It is not only inks that give way, but the texture of paper seems to be corroded by long exposure to the atmosphere. This would take place let the inks be what they might, and seems to show the necessity of pursuing some method of keeping paper from the inroads of earth, air, fire, water and insects. These all seem to war against the preservation of them. To



preserve them from dust, moisture, atmosphere and insects, it has been proposed to encase files of papers, printed and written, in air-tight metallic cases, regularly numbered and indexed, so that it may be known what is contained in each case without opening it. One of these cases now lies before us, filled with manuscripts. It is three and a half inches square by eight in length, and contains the original proceedings of the Logan Historical Society, all the manuscript copy of the first number of the *American Pioneer*, (except editorials,) and many other papers, which it is desirable to keep. Those cases for keeping newspapers, one of which also lies before us, are in every way similar, except that they are nine and a half instead of eight inches long. Having a press for the purpose, all the papers are pressed before they are put in, and admit of very little air to

remain with them. Lest there should be enough to sustain animal life, a small amount of aromatics are cased up with them.

We think when the society is fairly organized agreeably to its wishes, and has an office built, in which there shall be nothing combustible but the papers themselves, and shall have that office protected from electric shocks, they will have done all they can do to put posterity in possession of as complete a knowledge of our days as it is in the power of man to do. We have but little doubt, however, but that other and better methods may, and we hope will be suggested: this being the case, the society will be disposed to adopt them.

Who does not see the great utility such an arrangement would be to posterity? What would our historians now give for a mine such as that would be three hundred years hence, containing the most minute account of things done two or three hundred years back? Family records, copied from old Bibles and transferred to the cases of this society, in many instances would be of great benefit in the settlement of family lineage, in fixing titles to estates, &c. &c., long, long after the Bibles themselves, with the utmost care of their owners, will have been destroyed.

REVIEWS OF BOOKS

Bibliographies in American History: Guide to Materials for Research, by Henry Putney Beers. (New York. The H. W. Wilson Company, 1938. \$3.50.)

At a time when the country is being indulged with survey projects of every sort and their resulting inventories, it is fitting that there should appear a new and comprehensive compilation of bibliographical materials for the study of American history as a whole. The compiler of the above guide brings to his work earlier experience as a bibliographer. As a member of the staff of the National Archives, he assisted in the Survey of Federal Archives, compiling specifically a bibliography of the Navy Department and the naval shore establishment. His Pennsylvania bibliographies had been published previously.

Including in all 7692 items, this new aid to research is well organized into fourteen chapters which open naturally enough with the general aids. The next two divisions are chronological, one chapter dealing with: Colonial Period, Revolution and Confederation; the next with the United States, the latter being devoted chiefly to public documents grouped under various departments or divisions of the government. Secondary works for the United States are grouped into periods before, during, and after the World War. Such phases as diplomatic and economic history each have their chapters, the latter by the way bulking largest with the exception of that on the states.

The compiler's intention of interpreting history broadly may, as he says, be observed in the chapter headings. Thus we find chapter seven: Political Science, Constitutional, Legal; and eleven: Social, Cultural, Scientific.

The closing chapter deals with the states, both in regional groupings and separately. Here too there has been some subdivision, for the states whose materials are most extensive have such sections as: Archives, Printed Sources, General, Local, Newspapers, etc.

An addenda of six pages follows the final chapter and includes such timely entries as a selected reading list on the social security act (item 7544) and books about jobs, a bibliography of occupational literature (item 7632). Use of the addenda serves to remind the reader of how soon other addenda are necessary. One has only to consider how fast the county inventories already mentioned are making their appearance to realize the weakness of any bibliographical aid.

A thirty-nine page triple-columned index is an adequate key to the guides. One slight error showed up in the reviewer's test of the book's usability. On page 244, item 6142, the author's name should read "Franklin William Scott" instead of "William Franklin," and the consequent two items of the index should be consolidated under "Scott, F. W."

Public Documents with Archives and Libraries, edited by Jerome K. Wilcox and A. F. Kuhlman. (Chicago. American Library Association, 1937. \$3.25.)

A steadily growing interest in the development of archival work in the United States is evidenced by the fact that the American Library Association, in its fifth volume of a series dealing with various problems of public documents, for the first time devotes a portion of the publication to nine papers on archives and libraries, some of which were presented at the New York meeting (1937) of the American Library Association Committee on Archives and Libraries. Of these, one by Mr. Philip C. Brooks, secretary of the Society of American Archivists, introduced the newly formed society to the American Library Association and discussed organization and activity to date. Two of the papers and a portion of a third had been presented at the first annual meeting of the Society. President A. R. Newsome's address on "Objectives of the Society of American Archivists," Miss Margaret C. Norton's "Scope and Functions of a State Archives Department," and Mr. V. H. Paltsits, "Pioneering for a Science of Archives in the United States" (in part), were first published (November, 1937) in the *Proceedings* of the latter meeting.

The portion of the book dealing with archives is divided into the following general topics: development of public archival work in the United States; the Society of American Archivists; essentials in public archival work; the cataloguing of archives; and the training of archivists. Under these heads come articles by Messrs. Thomas P. Martin, Philip C. Brooks, Dorsey W. Hyde, Jr., Luther H. Evans, and John R. Russell. An introduction by Mr. A. F. Kuhlman, American Library Association Committee on Archives and Libraries, who edits the *Archives and Libraries* division of the volume, precedes the articles themselves. Mr. Kuhlman discusses the present great interest in archives in this country and the need for courses in archive training.

The more extensive portion of the volume includes papers presented to the Committee on Public Documents at this same conference of the American Library Association. These, edited by Mr. Jerome K. Wilcox, chairman of the committee, fall under two general headings: federal, state and general problems; and municipal and foreign documents.

Particularly indicative of the growing consciousness of the importance of making government documents more readily accessible is the fact that on March 9, 1937, there was introduced into the House of Representatives a bill known as H.R. 5471, whose purpose, according to Mr. Wilcox, who discusses the subject, is to bring "to all depository libraries desiring them, copies of all Senate and House bills, the Senate and House journals and all of the publications resulting from Congressional committee activities which should include hearings. In addition, it calls for distribution of all of the various maps issued by all agencies and the publications printed or reproduced elsewhere than at the Government printing office."

SHORTER NOTICES

"The Papers of the Food Administration for North Carolina, 1917-1919, in the National Archives," is the subject of a short article by Mr. William D. McCain which appeared in the January, 1938 issue of the *North Carolina Historical Review*. The author, director of the Mississippi Department of Archives and History, briefly summarizes the history of the Food Administration in North Carolina under Henry A. Page. Files of that organization, after the body was disbanded, were sent to Washington, D.C. and stored there until transferred to the National Archives in January, 1936. In conclusion, Mr. McCain describes the importance of these files as follows:

The historian interested in the political, economic, social, or intellectual life of the people of North Carolina will find a wealth of material in these files. A large part of the papers and records will be useful to persons interested in biography and family history. The great number of license applications of dealers, manufacturers, millers, and fishermen; the numerous reports and questionnaires submitted by licensees; and the large quantity of sugar distribution records will be of special value for the study of the industrial and commercial development of the state and the economic life of its inhabitants. These papers and records, now classified and available, remain almost untouched by the historian and offer to him sources of unquestionable value.

The extensive photographic activity carried on by the staff of the National Archives, preserving on film the bulk of its records, is described in an article, "Your Uncle Sam's Photographic Diary," by Walter E. Burton in the July number of *Popular Photography*. Accompanying it is a page of pictures showing, among other things, the dark room, a large micro-copying machine in use, and a corner of one of the workrooms.

Under the supervision of Mr. John G. Bradley, head of the Division of Motion Pictures and Sound Recordings, and Mr. Vernon D. Tate, chief of the Division of Photographic Reproduction and Research, skilled staff members are constantly busy recording either on 16 mm. or 35 mm., or, occasionally, on 70 mm. motion picture film, documents which otherwise through lack of storage space would have to be destroyed.

Insulated fireproof cabinets housed in concrete vaults protect the highly inflammable and explosive nitrate film. Separate compartments for each 1000 feet of film have gravity trapdoors which will open at the slightest pressure of gas from within but which protect the contents from gases or flame from other compartments.

Not only does microfilming save storage space; it also saves the taxpayers considerable sums annually. For instance, to copy by hand or with a typewriter

the 2,600,000 index cards for the files of the Veterans' Administration without which the records in the National Archives would be useless, would have cost from \$75,000 to \$80,000. Copied by camera the cost totaled \$1,900.

Research is also carried on by the staff in photographic chemistry; at present the possibilities of infra-red and ultra-violet light are being investigated. By means of illumination by infra-red rays one can now obtain legible photographs of documents charred by fire. Photographs by ultra-violet light may enable historians to read the secret papers of the Revolution which were written in invisible ink and which still exist in considerable quantity.

Occasionally the work of the archivist touches that of the detective. One of their common interests is dealt with in "The Restoration of Obliterated Ink Writing" by M. Edwin O'Neill, instructor of police science, scientific crime detection laboratory of Northwestern University School of Law. The article appeared in the December, 1936 issue of *The Journal of Criminal Law and Criminology*. In it the author lists under two heads the common methods for restoring effaced writing: those methods involving the application of liquids, and those involving the application of vapors. The first includes reactions with chlorides or sulphates, and reactions with iron. In the vapor method, the chemicals used are ammonium hydroxide and hydrogen or ammonium sulphide.

"Fuming" is used most generally since there is less chance of staining or discoloring the documents, according to Mr. O'Neill; yet there are several drawbacks to using the hydroxide or sulphide compounds: the reaction is slow; the reagent, not being particularly sensitive, is valuable only in connection with "iron-nutgall" inks; the resulting coloration does not contrast strongly with the over-writing; the apparatus is inconvenient to handle; the disagreeable odor of the sulphide makes this method unpleasant.

In an effort to improve the methods of restoration of erasures, the author has developed a simple applicator with which sulphocyanic acid, a much more sensitive reagent for iron, can be used. He describes the procedure as follows:

Crystalline potassium sulphocyanate is placed between wads of cotton and glass wool in a Gooch funnel, and moistened with a few drops of dilute hydrochloric acid (10%). The document bearing the erasure is held before the mouth of the funnel, and the operator blows through the stem causing the vapor of the sulphocyanic acid generated in the tube to be sprayed over the surface of the paper. If iron is present in the erasure it will react with the vapor, forming blood-red ferric sulphocyanate.

Mr. O'Neill lists the inks with which this method has been successfully used. Although restoration of these inks is not permanent, the color may remain for a varying period up to two weeks and restoration can be repeated by renewed application of the vapor.

The inventories of the records of Jo Daviess, Pike, Cumberland, and Scott counties, Illinois, are four attractively bound volumes which do much credit to Mr. Howard E. Colgan, state director of the Historical Records Survey and to the staff under him. The survey of the records at Galena, Jo Daviess County, begun September 18, 1936 and finished April 2, 1937, was conducted under the supervision of Mr. V. C. Karcher.

In Pittsfield, county seat of Pike County, the checking of records was started September 15, 1936 and finished February 2, 1937. The work was done by Messrs. Harry Allen, Otto Walz, John Michelich, and James Ibberson.

The survey in Winchester, Scott County, was commenced on August 26, 1936 and finished January 20, 1937 by Messrs. Ralph Cisne and Wilfred Marine. Rechecking was done between September 25 and October 12, 1937.

Mr. Oliver K. Doney, supervised by Mr. Kenneth C. Blood, began the inventory in Toledo, Cumberland County, September 1, 1936 and completed it by May 14, 1937.

The archives at Galena date from 1827, the year of the county's establishment. In Pike County, which originally included within its boundaries all of the northern and northwestern part of Illinois, the records date from 1821. Records of Scott County, namesake of a Kentucky county, begin in 1839. In Cumberland County, the archives for the period between the county's organization in 1843 and 1885 were destroyed in the latter year when fire swept the old courthouse.

Inventories of the archives of Lafayette and Saint Charles parishes, Louisiana have recently been completed under the supervision of Mr. John L. Andreasson, state director of the Historical Records Survey. Surveys in the two parishes were made during the winter months of 1936-1937. Both volumes contain the usual sections—a historical sketch, an essay on the governmental organization and records system, with illustrative charts, a report on the housing, care, and accessibility of the records, etc., and the inventory proper.

Under the direction of Mr. C. C. Fisher the Historical Records Survey in Mississippi has published its second county inventory. This is No. 55, *Inventory of the County Archives of Mississippi, Pearl River County*.

In the series of inventories of county archives of Utah, that for Grand County has now been published under the direction of the Historical Records Survey, Mr. Maurice L. Howe, state director. The survey was begun by Mr. Lyman Duncan, May 1, 1936; when he accepted other employment, Mr. Winford Bunce replaced him and completed the inventory by July 1, 1937 under the supervision of Mr. King G. Wickwire, traveling field supervisor.

NEWS NOTES

THE SOCIETY OF AMERICAN ARCHIVISTS

The Society of American Archivists will hold its second annual meeting in Springfield, Illinois, October 24-26, 1938. At this time the Illinois State Library will inaugurate its centennial celebration by dedicating its new Archives Building. The Honorable Edward J. Hughes, secretary of state and state librarian, is chairman of the Committee on Local Arrangements and Mr. Herbert A. Kellar, director of the McCormick Historical Association, is chairman of the Committee on Program.

The meeting will be featured with laboratory exhibits and demonstrations of archival technique and equipment. Other sessions will deal with the training of archivists, discussion of classification and cataloguing, archival publications, scientific aids, the status of archival work in the United States, Canada, and Europe, state and local archives, business archives, fugitive archival material, what are archives? etc.

New Salem, the pioneer village reconstructed by the state of Illinois as a memorial to Abraham Lincoln, will be visited. The third day of the meeting of the Society will coincide with the first day of the meeting of the Illinois Library Association, which will hold a three-day assembly in Springfield the last half of the week. The dedication of the Illinois State Archives Building will follow in the afternoon, closing the meeting.

The headquarters hotel will be the Abraham Lincoln, three blocks east of the State Capitol grounds. Rates will be \$2.50, \$3.00, \$3.50 and \$4.00 for single rooms; double rooms with double beds, \$4.00, \$4.50, \$5.00, \$5.50 and \$6.00; with twin beds, \$5.00, \$6.00 and \$7.00. Reservations should be made directly with the hotel.

Two important changes have taken place in the committees of the Society of American Archivists. Dr. William D. McCain, director of the Mississippi Department of Archives and History, has accepted the chairmanship of the Committee on Public Relations, succeeding Dr. Curtis W. Garrison, who has resigned. Pursuant to action taken by the council at its December meeting, a Committee on Business Archives has been appointed and the following persons have accepted membership on it: Mr. Oliver W. Holmes, of the National Archives, chairman, Miss Henrietta Larson, of the Business Historical Society, and Dr. William D. Overman, of the Firestone Tire and Rubber Company.

THE NATIONAL ARCHIVES

In order to concentrate certain duties relating to the federal government agencies in the divisions of the National Archives pertaining thereto, instead of in technical divisions organized by functions, certain internal changes in the institutions have been made. Hereafter preliminary surveys of records in

the agencies, appraisal surveys for disposition or retention, accessioning, an increased share of reference work, and all research will be performed in the agency divisions in addition to the care of the records already given there. Calls from the several executive departments, the Veterans' Administration, and the office of the secretary of the Senate for the use of records created by them respectively will be made directly upon the divisions having their custody. Calls for the use of records by agencies other than those which created them, or by investigators outside the government, will continue to be made on the Division of Reference. A Division of Legislative Archives and a Division of Independent Agencies Archives have been established, and the title of the Division of Independent Agencies Archives, No. 1, has been changed to the Division of Veterans' Administration Archives. The Divisions of Research and Accessions are being abolished, effective June 1 and August 23, respectively. These changes will result in greater efficiency since the custody and reference work for administrative use of records will be in the hands of the same group of archivists who survey them in the offices of origin, accession them, and ultimately perform research upon them.

The previously announced transfer of records to the National Archives from the Archives Section of the State Department has been completed. Included in this shipment are certain records from diplomatic and consular posts coming down to 1937, but, like other State Department records transferred, they are open to the public only to August 15, 1906. Outstanding accessions from the Treasury Department are the "old loans records" dealing with loans floated from the outbreak of the Revolutionary War to 1860 and including, among other valuable items, the records kept in the thirteen original states by Loan Office Commissioners until 1817 and subsequently by the Second Bank of the United States until 1836; and Secret Service records, 1863-1934, including correspondence, materials relative to apprehended criminals, and reports of agents on special investigations and on their daily operations, such as the suppression of counterfeiting and the protection of the president. Pardon records from the Justice Department, 1853-1912, supplement and continue materials of a similar character previously received from the State Department. Records now being transferred will make the collection from the Indian Affairs Office practically complete through 1880, with some records extending to 1907. Correspondence and scientific data have been received from the Naval Observatory and Nautical Almanac Office, 1840-1911. Accessions from the Department of Agriculture include records of the former Food and Drug Inspection Board, 1907-1915, and of the Wool Division of the War Industries Board, 1918-1919, and the Matthew Fontaine Maury collection of logbooks of commercial ships, 1784-1870. Records from the Labor Department include materials on alien enemies and Americanization, 1914-1936. Early twentieth century efforts to study the tariff scientifically are represented in records of

the old Tariff Board, 1909-1912, and of the former Cost of Production Division of the Bureau of Foreign and Domestic Commerce, 1915-1916, received from the Tariff Commission.

Dr. Nelson Vance Russell, chief of the Division of Reference in the National Archives since 1935, has resigned, effective August 23, to become head of the department of history and political science at Carleton College. He will be succeeded by Dr. Philip M. Hamer, now chief of the Division of Accessions. Dr. Vernon G. Setser has been appointed assistant chief of the Division of Reference. Dr. Percy S. Flippin, formerly chief of the Division of Research, has been named chief of the Division of Independent Agencies Archives. The following have been appointed chiefs of the divisions indicated since the previous announcement of such appointments in this journal, some of them having served in the capacities shown for several months: Frank D. McAlister, Justice Department Archives, and also acting chief of the Divisions of Post Office and Legislative Archives; Dr. Dallas D. Irvine, War Department Archives; Dr. Nelson M. Blake, Navy Department Archives; Dr. Theodore R. Schellenberg, Agriculture Department Archives; Dr. Paul Lewinson, Labor Department Archives; and Oliver W. Holmes, Interior Department Archives. Herman R. Friis, formerly assistant professor of geography and geology at the Southern Illinois State Normal University, has been appointed assistant map curator in the Division of Maps and Charts.

The first attempt at the systematic training of archivists in the United States is to be made at Columbia University beginning next fall. The University has announced the appointment of Dr. Solon J. Buck, director of publications in the National Archives, as visiting professor of archives administration. Dr. Buck will give on Saturday forenoons a two-hour course entitled, "Archives and Historical Manuscripts." This course, which is scheduled in the history department and is open only to graduate students, is described in the catalogue as "A study of the character, significance, and use of archival and other manuscript materials, of European and American practice in the administration of collections of such materials, and of the principles of archival economy with special reference to the problems of American archivists." The catalogue carries the further announcement that "The National Archives at Washington offers to a limited number of suitably prepared students opportunities for advanced study of archival problems and archival administration"; and "Candidates for the doctorate in the Faculty of Political Science desiring to prepare themselves to take advantage of these opportunities" are directed to register for Dr. Buck's course and to consult with him "concerning their programs of study." Plans for the work to be given at the National Archives have not been worked out as yet, as it is not expected that any students will be prepared to take the work before next summer.

Queen's University, Kingston, Ontario, is conducting its sixteenth summer school of historical research (July 5 to August 17) at the Public Archives of Canada, Ottawa, under the direction of Mr. Gerald S. Graham, of the department of history. Canadian history during the French régime and from the conquest to 1818 are subjects being considered by means of round-table procedure.

The present archivist general of The Netherlands is Dr. R. Bijlsma, instead of Professor R. Fruin as stated in the article "Manuscript Repair in European Archives" (THE AMERICAN ARCHIVIST, I, 56).

PUBLIC RECORDS IN CONNECTICUT

Since May, 1771 when the Assembly passed a resolution "desiring the governor to collect public letters and papers of the colony and have same bound for preservation," the state of Connecticut has been vitally interested in the care and preservation of public and semipublic records for the benefit and instruction of posterity. In June, 1797 a resolution was passed "appointing the comptroller to take charge of the State House and to outfit offices of the Treasurer and Comptroller with bolts and bars to secure the public treasure and archives."

Following the controller, the secretary of state was made responsible in 1810, but soon his work became so arduous that need for a different arrangement appeared to be necessary. In 1899 the legislature appointed a Commission of Public Records to investigate conditions and make suggestions which might lead to an improvement not only in the records themselves but also in the fire protection afforded them in the several towns of the state.

The recommendations of this committee were finally adopted and in 1901 a temporary examiner of public records was appointed to have charge of the offices of the town clerks and probate judges in the state. This temporary examiner remained in office until 1911 when the legislature created the office of examiner of public records and gave him authority over all the public records in the state. This authority is continued by Section 1063 of the General Statutes of Connecticut, Revision of 1930, which reads as follows:

Sec. 1063. EXAMINER OF PUBLIC RECORDS; DUTIES.

The state librarian shall, with the approval of the state library committee, appoint an assistant, who shall be an examiner of public records. Such assistant may be removed by said state librarian at any time and his successor appointed in like manner. Such examiner of public records shall cause such action to be taken by the persons having the care and custody of public records as may be necessary to put such records in the custody and condition required by law and to secure their safety and preservation, and shall submit a biennial report to the state librarian.

In 1895 a law was passed requiring an approved ink, and in 1915 a similar law was passed specifying that approved paper must be used for public records.

In 1918 a law was passed authorizing the use of typewriters. However, the ribbons used must be tested by the state chemist and approved by the examiner of public records. In 1919 loose-leaf binders for public records were approved.

The examiner of public records is responsible, under the present law, to the state librarian and to the State Library Committee of which the governor and chief justice are members.

In years past, the examiner of public records has concentrated his efforts on the preservation of town and probate records and out of the one hundred and sixty-nine towns in the state of Connecticut, one hundred and twenty-one town clerks have vaults for the care of their records and seventy-seven of the one hundred and seventeen probate judges have vaults for the probate records. In connection with these records, eighty-one of the probate districts have deposited their inactive files in the vaults at Connecticut State Library and these files have been indexed and suitably jacketed so that they are readily available under supervision to interested persons.

The remaining forty-eight town clerks and forty probate judges keep their records in safes, preferably Class "A" or Class "B," but there are still a few old cast-iron safes which are being eliminated as fast as possible.

Quite recently the examiner of public records has been concentrating to some extent on tax records in the state in order that the conditions of these records may be brought up to suitable standards.

Following is a list of suggestions for the care and preservation of official records. A copy of this, together with an official list of approved inks, typewriter ribbons, papers and binders, has been forwarded to each record office in order that the officials may have the requirements before them at all times.

Instructions to Public Officials and Custodians of Public Records

1. Keep all official record books and indices in your fireproof safes and vaults.
2. Use only the approved inks, typewriter ribbons, papers and loose-leaf binders as indicated in the Reports of the Examiner of Public Records.
3. Keep recording and indexing up to date.
4. Do not place one open book upon another open book.
5. Become familiar with our statutes relating to the care, repair, custody, indexing and accessibility of public records.
6. Keep your office and vaults free from inflammable material.
7. Do not permit smoking inside of vaults.
8. Keep doors of safes and vaults closed and locked when not in use.
9. In case of fire, notify the examiner of public records immediately. Telephone Hartford 5-2121.
10. Do not open your safes or vaults, after they have been through a fire, until they have cooled, and the examiner of public records is present.
11. Notify the examiner of public records immediately upon the first indication of dampness in your vaults or safes. Do not wait for mold to appear.

12. Consult the examiner of public records before rebinding and repairing books and when such need arises.
13. Officials when retiring from office should be sure that all records which were delivered to them by their predecessors together with all those which have accumulated during their term of office are transferred to the incoming official for care and preservation.
14. Confer with the examiner of public records before destroying or disposing of any records.
15. Confer with the examiner of public records or state librarian regarding the disposition of books, files and other documents, not in current use, before sending them to the State Library in Hartford or otherwise disposing of them.
16. Remember the examiner of public records is the friend of all custodians and keepers of records and desires to render any and every assistance possible.

ALABAMA

Within the next year the Alabama State Department of Archives and History will have a new building, construction of which is being sponsored by the state in co-operation with the federal government. The central unit, already under way, will be built at a cost of \$400,000. Wings will be added later.

Alabama was the first state in the Union to establish a department of archives and history as a part of the executive branch of the state government. Since that time, 1901, twenty states have followed her example, either in whole or in part. The department maintains both historical and legislative reference libraries. Materials include all state official archives as well as a collection of portraits of men and women prominent in the state's history from its Indian period to the present time. The most valuable of the collections are housed in the State House, but four other buildings near the Capitol are overflowing with the remainder.

Governor Bibb Graves has appointed Mrs. Grace Scott as field collector for the Department of Archives and History, with a view to forestalling the acquisition of materials in private hands by out-of-state agencies.

MISSISSIPPI

The Department of Archives and History has started a WPA project engaging sixteen workers to catalogue the library and manuscript collections of the department. Attention will be given to the library first. The department also is sponsoring a WPA project to make an imprint survey in Mississippi. This work is being done in connection with the survey of Mr. Douglas C. McMurtrie. Mr. Moreau B. C. Chambers, curator and archaeologist of the department, will be director of this survey.

Recent acquisitions of the department include twenty-three volumes of account and cotton record books from Oxford, Mississippi, covering the years 1870-1900. A particularly valuable acquisition is a manuscript diary of Thomas Rodney, United States judge of Mississippi Territory, describing a journey from Washington, Mississippi, to Fort Adams in 1804. Another acquisition is an order book of Adjutant J. L. Power, First Mississippi Light Artillery, covering the years 1862-1863.

Plans are being formulated to revive the Mississippi Historical Society, and to renew its active publication policy with the possibility of starting a Mississippi historical magazine. The work of the Mississippi Historical Society is closely connected with that of the Department of Archives and History.

TENNESSEE

Tennessee's story of a lack of proper housing facilities and intelligent care of its priceless archives is not unlike that of many other states, and, until the last four or five years, the National Archives. In considering the following circumstances, indeed, one might well be surprised that there is still a wealth of original material preserved and available in the state records. Chief among these circumstances is the fact that for a period of thirty years the capital of Tennessee was moved from place to place, being first at Knoxville, 1796-1807, then at Kingston, back to Knoxville for the session of 1807, thence to Nashville, 1812-1815, next to Murfreesboro, 1819-1825, finally settling at Nashville in 1826. Important archival records were loaned to the historian, Dr. Lyman C. Draper, who later willed them to the Wisconsin State Historical Society; others were loaned to the historian, Dr. J. G. M. Ramsey for reference in his second volume of *The Annals of Tennessee*. The records, along with the manuscript, were destroyed with the burning of the Ramsey home by a federal soldier in September, 1863. Another removal of state records was made when the General Assembly hastily vacated the Capitol in 1862 and rushed to Memphis for an adjourned session, while still more records were destroyed when Tennessee's State House was turned into a federal fort in 1862. Although incomplete, the present collection includes the usual assortment of papers—executive, legislative, judicial, financial, legal, and military, as well as maps, surveys, land grants and warrants, reports of boundary commissions, etc. These constitute a rich storehouse of material of inestimable value to the official family, the historian, the genealogist, and the students of sociology and economics.

Space is still at a premium, part of the archives being in the new Soldiers' Memorial Building adjoining the Capitol. The latter material is mostly current, including departmental correspondence and records, land entries, surveys, certificates and grants, court records, and legislative records. Much of the unclassified material is still in the tower of the Capitol and the State Library, and is now being prepared and made available.

Inventory lists of all departmental and other records have been made, the material being filed in uniform cartons as classified. An abstract of all classified records, with the date of period covered, is on file; lists are made in triplicate, one being filed in the office of the secretary of state, one in the State Library, and the third in the archives. Receipts are taken for any material withdrawn by officials, and are cancelled on its return. Certain material may not be withdrawn but may be examined in the archives or State Library. Land warrants, entries, plats, and certificates of surveys are classified and card indexed. Military grants, in constant use, have been given the same treatment, the cards showing the number of grant, name of soldier, name of grantee, number of acres received, location of landmarks, and the county in which the grant is located. A cross-index file of the contents of 5,093 containers was made and filed by subject, chronologically, during the past year. All North Carolina grants made to soldiers of the Continental Line who were given land in Tennessee were card indexed, and an index for the nine volumes of North Carolina Purchase grants is now being made. Supreme Court records from 1800 to 1865, showing no execution numbers, have been classified by the style of the case. Later records are classified by execution numbers.

By the aid of a federal project, considerable preliminary classification is being continued in the archival material in the tower of the Capitol. Obsolete pardons, paroles, requisitions, and extradition papers have been removed from bundles, unfolded, cleaned and pressed, and filed in uniform cartons and labeled; the inactive material has been separated from the active and filed permanently. The governor's correspondence is being treated likewise: each letter is given a separate manila folder, is briefly abstracted, and is placed chronologically, preparatory for the final classification. Several thousand papers have been carefully handled during the past few months.

However, the work has been retarded since February, 1937, when the late president of the Tennessee Historical Society requested the state librarian and archivist to list the holdings of the organization. One-half of the relief workers on the federal project are assisting in this work under the direct supervision of Mr. Robert T. Quarles, former Tennessee state archivist. It is hoped that this undertaking may be completed and a final report made early in 1938.

The only publication that has been issued by the state archives is *Journals of the Senate and House . . . of Tennessee, 1797-1798*, including the Supplementary Journal, which appeared in 1933 as a publication of the Division of Library and Archives and was distributed on an exchange basis.

By 1931 the state librarian and archivist had compiled from original records the "List of Commissioned Officers of the Tennessee State Militia for the Year 1815," which was published in the *Tennessee Historical Magazine*, April, 1931.

The manuscript collection in the State Library has been enriched by the accession of diaries, journals, church records, memorial addresses, historical speeches, manuscripts or typescripts of some of the late publications of Tennessee writers, confederate muster rolls, family histories, a list of emigrants from South Carolina to Tennessee, Orderly Book of the Florida Seminole War, 1820-1821, seventeen photostatic letters of Tennessee state senators of the Brownlow legislature, autograph letters of Andrew Jackson, William Blount, John Sevier, Bishop James H. Otey, Bishop Charles T. Quintard, Rev. Charles Harris, Sam Houston, Aaron V. Brown, J. D. B. DeBow, L. Virginia French, autograph albums of confederate soldiers surrendering at Fort Donelson and imprisoned at Fort Warren, Massachusetts, and Johnson's Island, manuscript of Judge Quarles's Tennessee Digest, a collection of Donelson family letters, photostatic copy of the correspondence of George Washington Campbell, five manuscript arithmetics used by pioneer Tennessee families, a rare manuscript music book written before the Revolutionary War, photostatic copies of all muster rolls and pay rolls of Tennessee companies in the War of 1812, the Cherokee War, the two Seminole wars, and the Mexican War, the Lebanon Pike tollgate account books, luxury tax book for Williamson County, 1815, typed copies of all 1820 census records for Tennessee counties in the Census Bureau at Washington, etc.

During the past eighteen months the state librarian and archivist has sponsored a federal project for the Tennessee Society D. A. R. for the purpose of copying historical records. The relief workers on this project have been engaged in copying the original records in the county courthouses. To date completed work includes typed copies of over two hundred indexed volumes of the earliest court minutes, marriage bonds, settlements of estates, wills and inventories, tax lists, ranger lists, and suit papers.

In counties where the records have burned, several thousand tombstone inscriptions, church registers, diaries, and family Bible records have been copied. These records are proving invaluable to researchers.

There is no prospect of a new building for the Tennessee archives at present, nor for any additions to the now inadequate staff.

As for the care of county archives, a recently conducted survey has revealed the state of preservation of records in twenty-one counties and has indicated housing facilities. Important papers (of Bedford County), damaged by fire and water, were found piled in damp rooms where they were gradually being destroyed by mildew; documents which had been reported as missing (Meigs, Robertson, and Hamilton counties), were located in obscure places (due to inadequate and unsystematic housing) almost entirely inaccessible to the public; in one county (Bradley), trial papers of all counties were found not only mixed, but piled on the floor, not even having been placed in a box; and one may be startled at the thought of having two truck loads of

junk (including stove pipes, automobile tires, and wheel barrows) removed from the rooms before the vaults could be reached, as was the case in Hamilton County, Tennessee.

Records have been cleared, rearranged, and labeled in Anderson, Meigs, Robertson, Haywood, Rutherford, and Blount counties. In the counties of Bradley, Bedford, Dyer, Franklin, Hamilton, McMinn, Madison, Montgomery, and Wilson, papers have been carefully filed in steel files or on new shelving. An inventory of the records in Davidson County has been made; in Loudon County the local supervisor, with the aid of a wagon from his home, had documents removed from an old tobacco barn to the courthouse.

The housing of records in Rhea County was found to be adequate. Work there consisted in arranging the bound volumes and the file boxes themselves. In the counties of Shelby, Knox, and Lincoln, bound records were found to be in good shape; however the care of unbound papers had been neglected. As the result of this discovery, thousands of marriage licenses, trial papers, and birth and death certificates in these three Tennessee counties have been filed and labeled.

INDIANA

Since December, 1936, the Archives Division of the Indiana State Library has been engaged in compiling an index to all personal names found in official state records prior to 1851, which are deposited with the division. At present there are some 400,000 entries in the index, but this does not mean 400,000 different names.

The disparity between the number of entries and the number of names can be explained by the system of the index. It was possible to use WPA labor to make the index, and because of this the manner of indexing was made as simple as was possible. Identical names found in different documents were never taken to be identical persons, save in cases of governmental officials. One entry, then, is made for each appearance of a name. This method is expensive in cost of cards but is much faster than any other.

The cards themselves contain no actual information about the persons whose names appear on them. Colored cards are used, and the colors indicate the classification of the record indexed. Names are inverted, following customary practice, and the card is completed with a semi-mnemonic code reference to the exact document in which the name appears together with the page number or serial number of the entry in the record. The cards are filed in one large alphabetical file which follows standard library theory. The Remington-Rand Soundex system was considered but was not used because of the large initial expense, the necessity of training a large number of people in its use, and the other disadvantages commonly noted in the use of that system.

The index is already in use and has worked out very well within the

limits imposed by its incompleteness. It will be finished by the late summer of this year.

The Indiana Historical Records Survey, supervised by S. J. Kagan, recently completed its inventory of the archives of Boone County, Indiana. The publication of this volume was subsidized in part by the Indiana Historical Bureau, Dr. C. B. Coleman, director, and by the Indiana Governor's Commission on Unemployment Relief. The inventory, as published, is an octavo volume of about 128 pages of text and 15 pages of cross indexing. The historical notes in the text are well annotated and the style of type and format are adequate. The volume, thus far, has fulfilled everything which was expected of it.

MICHIGAN

Readers of *THE AMERICAN ARCHIVIST*, particularly those connected with educational institutions, will no doubt be interested to learn that the University of Michigan has recently received a large addition to its James Burrill Angell Collection. The newest accession of Angell papers has come from Mrs. Andrew C. McLaughlin, daughter of President Angell, and admirably supplements the more formal official correspondence of President Angell. As is to be expected, the Angell papers include letters from foremost educators and statesmen of the period from 1865 to 1915. Unfortunately, few copies of Angell's own letters appear in his papers.

The Angell papers have been placed in the University Archives-Michigan History Collection at the University of Michigan. This collection is one of the newest in the local history field, dating back only to 1935. Already an impressive group of source materials has been built up including papers of several governors of the state, regents of the University, and state educational leaders.

Conceived by Professor L. G. Vander Velde, of the history department, as a project for improving the facilities for research in Michigan history at the University, the program, with the cordial support of the administration, has already justified its objectives. In addition to the director the staff now includes two full-time members: Mrs. Donald E. Adams is the curator of the collection; and Mr. Henry D. Brown is engaged in locating and collecting available sources.

Although the University Archives-Michigan History Collection is in large part made up of personal papers of state and University officials, several small collections relating to Michigan pioneers and pioneer life have recently been obtained. In the acquisition of materials of the last mentioned type Mr. William Jabine and other members of the staff of the Michigan Survey of Historical Records have provided very helpful suggestions.

At the present time the University Archives-Michigan History Collection is housed in a separate room in the William L. Clements Library. It is hoped that more extensive quarters will soon be available.

LOUISIANA

Manuscript collections recently acquired by the Louisiana State University Department of Archives total approximately 10,000 items and span the period from 1750 to 1937. The most important collections are listed below. The Harod C. Anderson plantation diary and account books (1873-1888), 3 volumes, give factual material concerning planting in West Tennessee. The papers of David French Boyd and Thomas Duckett Boyd (1873-1927) contain 80 items and are valuable in that each man was a former president of Louisiana State University. A botanical specimen book and a United States experimental station book of the late 1890's show the experimental work of the late Dr. Mark Carleton. The Citizens Bank of Louisiana collection contains 11 items that cover the period from 1851 to 1855. The College of the City of Baton Rouge collection (1838-1841), 51 items, shows interesting facts of early education in Louisiana. The James P. Corbin plantation collection of Virginia (1868-1904) contains 15 volumes, 7 letter books, 2 ledgers, 3 account books, 2 justice judgment books, and 1 council meeting book. The Stephen Duncan collection of Natchez (1849-1893) contains 117 items and adds to the plantation history of that section. The Leslie Farr collection of Natchez (1862-1896), 82 items, reveals Civil War history and plantation life of the Natchez region. The Pedro, George and Philogene Favrot collection (1758-1920) contains 144 items and gives valuable material concerning late colonial days in Louisiana. The John R. Ficklen collection (1840-1882) contains 5 volumes and 3 letters of general Louisiana historical material. Ficklen was an author on the Reconstruction period in Louisiana. The Good Hope Plantation collection, Concordia Parish, Louisiana (1864-1867), contains 99 items. The Lillian Gray collection, St. James Parish, Louisiana (1860-1875), contains the John Hill account book and the Houmas Plantation record book. The Koch collection (1829-1900), 3,260 items, is interesting for plantation and lumbering records of southern Mississippi. It also contains many letters written from Montana during the 1870's and 1880's. The Liddell collection (1809-1937), 4,848 items, reflects planting life in Catahoula and East and West Feliciana parishes, and commercial interests in New Orleans. The Livingston Parish collection (1846-1869), 17 items, reveals local history in that parish. The Montpelier Academy collection of St. Helena Parish (1833-1840), 58 items, is interesting for its information on early education in Louisiana. The Patrick Murphey collection of Natchez (1830-1913) consists of 18 diaries, 24 time books, 8 memorandum books, 7 account books, 10 ledgers, and 711 unbound items. Murphey was an Irish immigrant who became an important Southwest Mississippi contractor and builder. The New Orleans Academy collection (1852-1870), 9 items, gives information on education in New Orleans. The New Orleans Faubourg collection contains some 150 large bound volumes which cover the last half of the nineteenth century and consists

of drainage records, journals, ledgers, plat books, tax records and cash books. It is particularly rich during the periods of the Civil War and Reconstruction. The Robert C. Wickliff collection, St. Francisville (1899-1914), 76 items, gives information concerning his career in Congress. Other small collections are the Paul Veut papers, Natchez; the Charles Taylor papers, Jackson, Louisiana; and the Ross plantation account books, Natchez.

OKLAHOMA

Activity of the Historical Records Survey in Oklahoma, under the leadership of Mr. Robert H. Slover, has brought to light a miscellaneous collection of territorial records. Located in the basement of a drug store in Guthrie, many of these papers are concerned with routine business of the territorial government—house calendars, house and council bills, reports to the governor, ledgers, cancelled checks, etc. Over twelve thousand items represent correspondence of succeeding secretaries of the territory from 1899 to 1907. One bundle includes a thousand applications made in 1890 for relief. The records have been placed in the custody of the Oklahoma Historical Society, and a check list has been made.

MINNESOTA

Reports of game wardens in Minnesota during the years 1901-1906, records of fish produced and distributed at state fisheries between 1917 and 1921, petitions for game refuges in 1915-1916, and correspondence regarding licenses are among the archives of the Game and Fish Commission, which have been transferred to the Minnesota Historical Society. The collection includes twenty filing boxes, eleven letterpress books kept by the executive agent of the commission in the years 1895 and 1898-1904, and two scrap-books of clippings.

ABSTRACTS OF ARCHIVE PUBLICATIONS

WESTERN EUROPE

Archivalische Zeitschrift

Volume 42/43 (1934)

BONENFANT, PAUL, Die Archive Belgiens (The archival establishments of Belgium). A.Z. 42/43: 1-27 (1934).

In this article the *Archiviste de l'assistance publique, chargé de cours à l'Université* at Brussels gives a brief history and description of the following: Archives générales du Royaume, Archives de la Guerre, Archives du Département des Affaires Étrangères, archives de l'état dans les provinces, archives des établissements publics, archives des institutions privées, archives communales, and a few of the more important family archives. An introduction and 150 bibliographical notes provide a full guide to the literature in this field.

GÜTHLING, WILHELM, Das französische Archivwesen (French archive economy). A. Z. 42/43: 28-51 (1934).

Dr. Güthling, of Berlin-Dahlem, contrasts the condition of French archives under the ancient régime, when they were held in more than 6,000 independent establishments, with the centralization which accompanied the Revolution. The development of the present highly centralized system of archival administration is sketched. The introduction of the principle of provenance and the extent of its actual application are treated at length.

WEIBULL, CARL GUSTAF, Archivordnungsprinzipien. Geschichtlicher Überblick und Neuorientierung (Principles of archival arrangement: A historical survey and a new orientation). A.Z. 42/43: 52-80 (1934).

The chief archivist of the provincial archives of Lund, Sweden, describes briefly the various principles of arrangement that have been used in the past. The body of the article traces the introduction of the principle of provenance into the French archives, its modification in German practice, its introduction into Sweden, and its most consistent application by the Dutch archivists. Although the author strongly favors the general application of this principle, he suggests, in his new orientation, that the records of some government departments be grouped under general subject headings corresponding to the various functions of the department. For this deviation he is reprimanded by the editor in a supplementary statement (pp. 68-70).

BÜNGER, FRITZ, Archivalien des Klosters Plötzky an der Alten Elbe (Archives of the Plötzky monastery on the Old Elbe River). A.Z. 42/43: 73-80 (1934).

After describing briefly this thirteenth century foundation, the Professor Licentiatius at Charlottenburg lists ninety documents supposedly originating there.

STOLTZ, OTTO, Archiv und Registraturwesen oberösterreichischen (tirolischschwäbischen) Regierung im 16. Jahrhundert (Sixteenth century archive economy and record-keeping systems in Upper Austria, Tyrol and Swabia). A.Z. 42/43: 81-136 (1934).

This article by the *Vorstand des Landesregierungsarchiv* at Innsbruck describes the early government of Upper Austria and its system of keeping records. Appendixes contain the official regulations issued regarding the production, arrangement and preservation of the various types of records.

WALTER, FRIEDRICH, Die sogenannten Gedenkbücher des Wiener Hofkammerarchives (The so-called *Gedenkbücher* of the exchequer archives of the Vienna court). A.Z. 42/43: 137-158 (1934).

A detailed account of the 518 volumes of protocols made by the exchequer at Vienna, 1498-1749. The author, *Staatsarchivar* at Vienna, considers these volumes very important historical sources.

GROSS, LOTHAR, Zur Geschichte des Archivschutzes in Österreich (On the history of archival protection in Austria). A.Z. 42/43: 159-182 (1934).

The *Oberstaatsarchivar am Haus-, Hof- und Staatsarchiv*, Vienna, describes the ways in which the Austrian archives have been preserved. Prior to 1870 the protection of records was intrusted to private institutions. Between that year and 1920 the government became increasingly active in the matter. In the latter year a central archival administration was set up which controls all records of historical and public value, even those in private archives.

VOLLMER, BERNHARD, Die Fürsorge für die nichtstaatlichen Archive durch das Staatsarchiv Düsseldorf (The care of non-governmental archives through the state archives at Düsseldorf). A.Z. 42/43: 183-211 (1934).

The *Staatsarchivdirektor* at Düsseldorf explains the work of his establishment in encouraging the preservation of municipal, communal, ecclesiastical, parochial, and private records. The work is done by the owners with the advice of a special board set up under official auspices.

BARTHEL, LUDWIG FRIEDRICH, Die Lage des bayerischen Gemeindearchivwesens (The situation with regard to archive economy in the Bavarian village communities). A.Z. 42/43: 212-229 (1934).

The *Staatsarchivrat* of Munich shows by means of a table the progressive improvement in the archival conditions in the villages of Bavaria. The improvement has been accomplished by expert inspection and arrangement of the local records in the localities themselves and in some cases by their transfer to the state archives. Much has been done by special appeals in the newspapers to mayors, clerks, teachers, and ministers. A number of special courses in archival science were arranged for the benefit of local custodians of records.

SOLLEDER, FRIDOLIN, Die Reichswirtschaftskarte 1917-1923 und ihre archivalische Bedeutung (The economic census of the Reich for the years 1917-1923 and its archival significance). A.Z. 42/43: 230-241 (1934).

A plea by a *Staatsarchivrat* of Munich for the continuation of this census on the ground that it provides a record of every productive agricultural unit in the country.

PREGLER, HANS, Neuere Aktenaussonderungsvorschriften (New regulations concerning the sifting of records). A.Z. 42/43: 242-259 (1934).

Another *Staatsarchivrat* of Munich discusses the national regulations (1931) and the state regulations of Bavaria (1932) and Thuringia (1925) for the preservation, sifting, and use of archival material. He welcomes the uniformity aimed at in these provisions but deplores the fact that they were not extended to cover the local governments. He also calls attention to the tendency to permit the various departments to decide which records they shall forward to the archives.

MEISNER, HEINRICH OTTO, Archivarische Berufssprache (Archival terminology). A.Z. 42/43: 260-280 (1934).

Staatsarchivrat Meisner, of Berlin-Dahlem, comments on the ten theses put forward for adoption by German archival conferences by a committee of experts. The purpose of the committee is to establish a more uniform terminology in the archival field for German-speaking peoples. The various theses deal with every aspect of archive economy.

KIEWNING, HANS, *Das Lippische Landesarchiv in Detmold* (The provincial archives of Lippe at Detmold). A.Z. 42/43: 281-321 (1934).

The *Direktor des Landesarchivs i. R.*, Detmold, presents a history of his establishment. Its great age (700 years) is emphasized.

BOCK, FRIEDRICH, *Fälschungen von Hofmarksprivilegien Ludwig des Bayern* (Forgeries of Louis the Bavarian's *Hofmarksprivilegien*). A.Z. 42/43: 322-337 (1934).

The *Sekretär des Preussischen Historischen Instituts*, Rome, shows how four forged documents have misled historians in estimating the personality of Emperor Louis IV. The documents in question deal with privileges granted certain monasteries in the fifteenth century.

STEPHAN, WALTER, *Das deutsch-danische Abkommen über den Austausch historischer Archivalien* (The German-Danish agreement regarding the exchange of historical archives). A.Z. 42/43: 338-343 (1934).

Staatsarchivdirektor Stephan, of Kiel, sketches the causes and results of this agreement. It arose from the situation created by the Treaty of Vienna, 1864, by which Schleswig-Holstein was transferred from Denmark to Prussia. As a result of the exchange provided for in the agreement (1933) both the collections of the Prussian state archives at Kiel and the royal archives of Denmark have been rounded out.

SCHAFER, REINHOLD, *Das Stadtarchiv Nürnberg in seinem neuen Heim* (The Nuremberg municipal archives in their new home). A.Z. 42/43: 344-361 (1934).

The *Direktor* of this archival establishment describes the various buildings in which its holdings have been stored in the past. The new home is a former residence which provides safer conditions for storage than any building formerly used.

GLÜCK, PAUL, *Graphologie und Geschichtsforschung. II* (Graphology and historical research. Part II). A.Z. 42/43: 362-370 (1934).

A study of the handwriting of various Prussian sovereigns from Frederick, the Great Elector, to Frederick the Great by the *Staatsarchivdirektor* of Bamberg. He attempts to show that the writing, particularly the formation of the letter "F," expresses the monarchical character of the various sovereigns.

STENGEL, EDMUND E., *Lichtbildarchiv der älteren Urkunden auf deutschem Boden: Erster Arbeitsbericht, 1930-1933* (Archival division for the photographic reproduction of the older German documents: First report, 1930-1933). A.Z. 42/43: 371-374 (1934).

The immediate objective of this division, which is located at Marburg, is to reproduce 8,000 documents originating before 1200. While photostating is the most important activity of the division, the report on the use of mercury-vapor lamps, the fluorescence process and other special means of copying old and faded documents is interesting.

FISCHER, GERHARD, *Die Quarz-lampe im Dienste des Archivs* (The quartz-lamp in archival service). A.Z. 42/43: 375-377 (1934).

The *Archivobersekretär am Stadtarchiv* of Cologne concludes that the quartz-lamp can be used profitably only in photographing stained documents. In other cases more distinct reproductions may be obtained by means of a light filter.

TIEFENTALER, MEINRATH, Der Neubau des Vorarlberger Landesarchivs in Bregenz (The new archival building of the Vorarlberg provincial archives at Bregenz). A.Z. 42/43: 378-383 (1934).

The *Unterlandesarchivar* of this establishment describes the building erected in 1931. It is of a modern warehouse type without any sculptural decorations but with modern equipment for archival preservation.

GRABER, ERICH, Die Inventarisierung der nichtstaatlichen Archive Schlesiens (The inventorying of the non-governmental archives of Silesia). A.Z. 42/43: 387-389 (1934).

Staatsarchivrat Graber, of Kiel, presents a brief statement of the inventory which is being prepared under his supervision. He emphasizes that this project, which was begun in 1922, has been carried on largely by local teachers and ministers rather than by itinerant archivists. Five volumes of inventories have been completed.

LOEWE, VICTOR, Zur Geschichte der österreichischen Archivalien Schlesiens in preussischer Zeit (On the history of the Austrian archives of Silesia during the Prussian period). A.Z. 42/43: 390-393 (1934).

Staatsarchivrat Loewe, of Kiel, deplors the neglect of these archives after the province was annexed by Prussia in the eighteenth century. He advocates that these records be studied thoroughly as a preliminary step to requesting the restoration of related material which has found its way into Austrian and Czechoslovakian repositories.

SEEBURG-ELVERFELDT, Ein neues "Handbuch des Archivwesens" (A new manual of archive economy). A.Z. 42/43: 390-392 (1934).

A brief review of *Archiivinduse Käsiraamat*, Part I, which was compiled by R. Kenkman, O. Liiv, A. Perandi, and E. Tender and published at Dorpat, Esthonia (1933). The reviewer points out that, although the handbook is designed primarily to introduce Esthonian archivists to the archival achievements of the western European countries, it contains practical experiences of Esthonian archivists, a knowledge of which will prove useful to their western European colleagues.

PÖHLMANN, CARL, Französisches in deutschen Urkunden (French in German documents). A.Z. 42/43: 393-395 (1934).

The *Oberregierungsrat a. D.* of Zweibrücken calls attention to the existence of French letters in thirteenth century German documents originating in the Saar region.

Herkunftsgrundsatz und Kriegsbeute (The principle of provenance in relation to booty in war). A.Z. 42/43: 395 (1934).

Raises the moot question of whether archives should be returned to their original repository if carried off during a war. The decision of the *Staatsarchiv* of Zurich (1931) to return archives taken from St. Gall during the Toggenburg War of 1712 is given.

Zur Archivalienkonservierung (On the conservation of archival material). A.Z. 42/43: 396-397 (1934).

A discussion of an article by Paul H. Hübner on the cure of diseases in paper (*Der Kunstwandsderer*, 12: 98-101). Hübner advocated the discontinuance of the use of liquid applications and fumigating processes and the substitutions of ultra-violet ray processes in removing fungoid growths and bacteria from paper. The present reviewer believes that further experiments with such rays are needed before any definite recommendations can be made in the matter.

Mitteilung an die Leser: Wechsel in der Schriftleitung der Archivalischen Zeitschrift (A notice for readers concerning a change of editors of the A.Z.). A.Z. 42/43: 397 (1934).

An announcement of the resignation of Dr. Ivo Striedinger as editor and the selection of Dr. Wilhelm Fürst, *Archivdirektor des Münchner Hauptstaatsarchiv* as his successor.

HÖSL, IGNAZ, Nachruf auf Franz Xaver Glasschröder (In memory of Franz Xaver Glasschröder). A.Z. 42/43: 398-399 (1934).

An appreciation of the professional career of a veteran of the Bavarian archival service by the *Oberarchivrat und Vorstand der Abteilung Geheimes Hausarchiv des Bayerischen Hauptstaatsarchivs* of Munich.

PIRCHAN, GUSTAV, Nachruf auf J. B. Novák (In memory of J. B. Novák). A.Z. 42/43: 400-401 (1934).

Professor Pirchan, of Prague, writes an appreciation of a Bohemian archivist who was notable chiefly as an editor of collections of documents.

LATZKE, WALTER, Nachruf auf Vinzenz Schindler (In memory of Vinzenz Schindler). A.Z. 42/43: 401-402 (1934).

The *Staatsarchivar*, Vienna, reviews the professional career of the archivist of the German orders of knighthood.

LARGIADÈR, ANTON, Nachruf auf Paul Schweizer (In memory of Paul Schweizer). A.Z. 42/43: 402-404 (1934).

An appreciation of the career of the *Direktor des Staatsarchivs*, Zurich, by the present *Staatsarchivar und Privatdozent an der Universität*, Zurich.

GROSS, LOTHAR, Nachruf auf Otto H. Stowasser (In memory of Otto H. Stowasser). A.Z. 42/43: 404-406 (1934).

Stowasser was well known as the director of the municipal archives of Vienna. This appreciation is by the *Oberstaatsarchivar am Haus-, Hof- und Staatsarchiv*, Vienna.

SOLLEDER, FRIDOLIN, Nachruf auf Karl Werner (In memory of Karl Werner). A.Z. 42/43: 406-408 (1934).

An appreciation of the work of the late *Direktor des Staatsarchivs* of Bavaria. Werner won lasting distinction by establishing an archival division for the preservation of the records of the economic organizations created during the World War.

VOGES, HERMANN, Nachruf auf Paul Zimmermann (In memory of Paul Zimmermann). A.Z. 42/43: 408-410 (1934).

The *Direktor des Braunschweigischen Landeshauptarchivs*, Wolfenbüttel presents a brief *curriculum vitae* of his predecessor. Zimmermann's special field was church and family records and the collection of newspaper clippings relative to the history of Brunswick.

Alphabetisches Verzeichniss der verstorbenen Archivare (Alphabetical list of deceased archivists). A.Z. 42/43: 411-418 (1934).

This volume contains an index to volumes 34-43 of this periodical.

ANDREW C. ALBRECHT

ABSTRACTS OF ARCHIVE PUBLICATIONS

EASTERN EUROPE

Poland

Archeion (Archives) is the official publication of the *Wydział Archiwów Państwowych* (Division of Polish Government Archives), in which is centralized the general administration of all Polish government archives under the guidance of a general director and a ministerial councilor. The division functions as an administrative unit of the *Ministerstwa Wyznań Religijnych i Oświecenia Publicznego* (Ministry of Religious and Public Instruction). This journal was first published in 1927 and was issued thereafter at irregular intervals. Since 1931, it has appeared annually.

All Polish archival affairs are comprehensively covered in this publication. Articles on archival theory and economy, historical studies based on Polish archives, reports on archival activities in Poland, archival developments and literature in foreign countries, and official reports of the Polish Government Archives are published therein. The table of contents has appeared both in Polish and French since the first issue, and an abstract of the contents in French has been included in the journal beginning with the 1934 issue.

Archeion, XIII (1935)

The issue chosen for this analysis contains the following sections: (I) articles on subjects as indicated by titles following; (II) reports on archival developments in foreign lands; (III) reviews of archival literature; (IV) reports of Polish Government Archives; (V) necrology; and (VI) abstract of contents in French.

I ARTICLES

POMARAŃSKI, STEFAN, ś. p. Generał Julian Stachiewicz—Twórca Archiwów Wojska Polskiego (General Julian Stachiewicz, founder of the Archives of the Polish Army). Pp. 1-10.

MANTEUFFEL, TADEUSZ, Regestratura Okręgu Naukowego Warszawskiego (The registry of the school district of Warsaw). Pp. 11-29.

BUDKA, WŁODZIMIERZ, Papiernia w Balicach (The paper mill at Balic). Pp. 30-49.
A historical study of paper manufacture in Poland.

DÖRFLERÓWNA, ANNA, Archiwalja miasta Sambora (Archives of the town of Sambor). Pp. 50-70.

TYSZKOWSKI, KAZIMIERZ, Z dziejów polskiej archiwistyki prywatnej. Instrukcja archiwalna z XVIII w. (History of private archives in Poland. Archival regulations in the eighteenth century). Pp. 71-82.

KONARSKI, KAZIMIERZ, Zespół akt kancelarii Wojennego Generał-Gubernatora Warszawskiego (1831-1862) w Archiwum Akt Dawnych w Warszawie (The collection of records of the office of the military governor general of Warsaw, 1831-1862, in the Archives of Ancient Documents in Warsaw). Pp. 83-101.

ŁOPACIŃSKI, WINCENTY, Akta Rzymsko-Katolickiego Kolegium Duchownego w Petersburgu, dotyczące spraw unickich (The records of the Roman Catholic Ecclesiastical College in Petersburg relative to the uniate questions). Pp. 102-120.

II ARCHIVAL DEVELOPMENTS IN FOREIGN LANDS

SUCHODOLSKI, WITOLD, *Estońska Ustawa Archiwalna* (Esthonian archival legislation). Pp. 121-129.

A summary of the presidential decree of the Esthonian Republic, dated June 12, 1935, organizing and regulating the archival service of the Esthonian government. The law is composed of fifty-six paragraphs and is divided into four main parts dealing with: (1) the organization of archival services; (2) the extent of jurisdiction in so far as arrangement, use, preservation, and weeding of records is concerned; (3) matters relating to archives personnel, such as qualifications and appointments; and (4) laws or regulations annulled or superseded by the new legislation.

III REVIEWS OF ARCHIVAL LITERATURE

In this section, the following six pamphlets published by the *Komisja Wydawnicza Sekcji Archiwalnej Towarzystwa Miłośników Historji* (Publications Commission of the Archives Section of the Society of History Patrons), are reviewed, the first five by Aleksy Bachulski, pp. 130-137, and the sixth by Feliks Pohorecki, pp. 137-146. These brochures, in which are incorporated the laws, regulations and practices governing modern Polish archival service as recently reorganized, are used as texts in the Polish archives course. The incorporation of the regulations in these texts gains special significance when it is understood that the course is conducted for government employees engaged in the making, handling and preservation of records in the registries and archival establishments of the Polish administrations, as well as for university students, who are taught the methodology of historical research in modern archives.

The seventh review, also by Feliks Pohorecki, is of a privately printed publication.

KALEŃSKI, GUSTAW, *Brakowanie akt* (The weeding of records). Warsaw, 1934. 44 pp.

This pamphlet is based on the legislation for the preservation of records of the Polish government administrative offices, which appeared in *Monitor Polski*, 2 (1932).

STOSYK, STEFAN, *Przepisy kancelaryjne dla urzędów administracji publicznej w teorii i praktyce* (Official regulations for public administrative offices in theory and practice). Warsaw, 1934. 45 pp.

An explanation of the practical application of the sixteen-paragraph law, published in *Monitor Polski*, 196 (1931), regulating the arrangement of various types of records.

MANTEUFFEL, TADEUSZ, *Wykaz akt, wskazówki praktyczne* (Filing of records, practical indexes). Warsaw, 1935. 40 pp.

A study of various filing systems used in Polish administrative offices, registries and archival establishments.

MORACZEWSKI, ADAM, *Szycie akt, wskazówki praktyczne* (Binding of records, practical indexes). Warsaw, 1935. 34 pp.

Several binding methods are illustrated in this pamphlet. The proper materials for use in efficient binding are also listed.

SIERIERSKI, WIESŁAW, *Rejestracja spraw i obieg akt w urzędach* (Registration of cases and circulation of records in offices). Warsaw, 1935. 37 pp.

A study of various types of registers and their purposes as used in Polish government offices.

PRZELASKOWSKI, RYSZARD, *Program prac wewnętrznych w archiwach nowożytnych* (Program of internal working procedure in modern archives). Warsaw, 1935. 55 pp.

Instructions on the mechanics of administrative procedure in modern Polish archival establishments.

SERUGA, JÓZEF, *Dokumenty pergaminowe w zbiorach biblioteczno-muzealnych Hr. Tarnowskich w Suchej* (Documents on parchment in the library-museum collections of the Tarnowski Counts in Sucha). Cracow, 1936. Published by Julius, Count Tarnowski. 84 pp., 2 illus. Pp. 146-151.

IV REPORTS OF GOVERNMENT ARCHIVES

Sprawozdanie z działalności Wydziału Archiwów Państwowych za lata 1933 i 1934 (Report of the activities of the Division of Government Archives for the years 1933 and 1934). Pp. 152-171.

A general report by the administrative Division of the Polish Government Archives on its directorial and supervisory activities on the following subjects: budget, visits of the general director to government archival establishments in various places in Poland, the arrangement and inventorying of records, changes in archival systems in certain archival establishments, completion of archival collections, weeding of records, housing of records, participation in meetings of the Archives Council, protection of private archives, publications, participation in the International Congress of Historians in Warsaw, library accessions of archival literature in exchange for *Archeion* and otherwise, archives training courses, extension of archival scholarships and apprenticeships to university students, standardization of typography, execution of archival agreements with the neighboring governments of Austria, Germany, Czechoslovakia and the Free City of Danzig. There are three appendixes to the report which list records received from the Soviet Union between January 1, 1933 and December 31, 1935, and from Germany and Czechoslovakia during 1933 and 1934. The records returned to Czechoslovakia during the same period are also listed.

STOJANOWSKI, JÓZEF, *Dotychczasowe wykonywanie układu archiwalnego polsko-austriackiego* (Present status of the Polish-Austrian archival agreement). Pp. 172-182.

A detailed report of the activities of the Polish delegation which negotiated with authorities of the Austrian government for the return of records pertaining to Poland. This report also lists the records received from Vienna as a result of the archival agreement of October 26, 1932.

KONARSKI, KAZIMIERZ, *Dziesięciolecie Kursów Archiwalnych* (Decennial of the archives courses). Pp. 183-186.

The author is the director of Archiwum Akt Dawnych (Archives of Ancient Documents) in Warsaw, who initiated the courses in that institution. This article is a comprehensive historical outline of the genesis and development of the Polish archives course since its inception in 1925. In the beginning the courses were exclusively academic in character and were conducted for the purpose of acquainting university students with the methodology of historical research in Polish archives. Special attention was devoted to research in modern sources because orientation in the constantly increasing bulk of modern materials is much more difficult than in the medieval. In addition to the original course, another one was inaugurated for the instruction of Polish government employees engaged in the handling and preservation of records in registries and government offices. The program includes: (1) the work of the archives, (2) archival science and economy in Poland and abroad, (3) the present organization of bureaus, and (4) the relationship

between records in the registries and government offices and those preserved in the archives. These courses constitute a basis for a curriculum for a future school of archivists.

RYBARSKI, ANTONI, Sprawozdanie z działalności Archiwów Państwowych. Lata 1933 i 1934. (Report of the activities of government archives for the years 1933 and 1934). Pp. 187-265.

This is a synthesized report by the ministerial councilor of the Division of Government Archives on the activities of all the Polish government archival establishments located in various parts of Poland as well as of those in Warsaw. The report deals with the following subjects: (1) the arrangement and inventorying of *fonds*, (2) changes in the contents of *fonds* as a result of accessions and the exchange of records between archival establishments in order to complete collections, and (3) archival research and reference services including publications based thereon. Under each of these subject classifications a detailed account of the work performed in each archival establishment during the years 1933 and 1934 appears under the title of the individual institution.

V NECROLOGY

ŁOPACIŃSKI, WINCENTY, Wspomnienia (Commemorations). Pp. 266-269. Eulogies for Miss Aniela Malachowska, deceased archivist of the Archives of Public Instruction in Warsaw and Czesław Przybylski, deceased architect of a Polish government archives building.

VI

Streszczenia w języku francuskim (Abstract in French). Pp. 270-278.

OLGA P. PALMER

THE AMERICAN ARCHIVIST

Volume I

OCTOBER, 1938

Number 4

THE EVALUATION AND PRESERVATION OF BUSINESS ARCHIVES¹

IT WOULD seem that a mature civilization should select carefully and systematically its most important records of experience for transmission to future generations. It is physically impossible to keep everything; nor is it desirable that the future should have to winnow more and more chaff for its kernels. Probably society will never devote more than limited space, money, and time to the preservation of records, and, if this is so, it is axiomatic that such limited expenditures should be for the care of the more worth-while. This means intelligent valuation and deliberate sifting. Yet, no contemporary society either keeps or discards scientifically. The quality of the future's legacy is left largely to chance.

Some historians will protest that any idea of selection is treason to the profession. No one can be trusted to select for the future, they will say. No one can possibly anticipate others' interests. No one can foresee which of the doings of this generation will be deemed significant in the future. Social and economic historians are now searching for material which would illuminate the everyday life of the past, but which has been destroyed in large part because the generation

¹ As chairman of the Committee on Business Archives announced in the July AMERICAN ARCHIVIST, the author indicates that his committee is considering the problems outlined in this paper and would welcome correspondence and suggestions from persons interested in the subject.

Those further interested in the problems considered in this paper may wish to consult, in addition to references cited in the text, the following articles: Council for the Preservation of Business Archives, first (November, 1935) and second (November, 1937) *Reports* (London), and its eight-page leaflet, *History from Business Records*. Alston G. Field, "History of Business—a Business of History" in *Greater Pittsburgh*, November, 1933, and "Footprints of the Past, the Historical Significance of Business Records" in *Commerce, Business Voice of the Middle West* (Chicago), September, 1936. N. S. B. Gras, "The Value of Research to Business," in the *Bulletin* of the Business Historical Society (Boston), November, 1929. Herbert A. Kellar, "Significance and Use of Business Archives," in *Proceedings* of the Society of American Archivists (Urbana), 1937, pp. 34-40. De Forest Mellon, "Preserving Business Records for History, an Issue Raised by the N.R.A." in *Bulletin of the National Retail Dry Goods Association*, June, 1934. T. R. Schellenberg, "Records of Business Before and After Codes," *The Cleveland*, August, 1934.